

Submitting a Project Application For Financial Assistance to the OPWC

The Ten Essential Elements of a Project Application:

1.) Project Name (Title): Try to avoid the names "Paving Various Roads" or "Replacing Various Bridges." Better Examples: "Wake County Multi Road Repair Project #2" or "Durham County Bridge Replacement Project #1."

2.) Maintenance of Local Effort: Detail prior two years of Infrastructure expenditures for subdivision on Roads, Bridges, Sewers, Water Systems, etc. Identify the project, local amount of monies put into the project and source of local funds for that capital improvement. For example: " 1992 ----- Cane Creek Water Treatment Plant and Water Tank ----- \$315,000 from Water Revenue Fund." State Issue Two or Local Transportation Improvement Program eligible infrastructure only.
Per OAC 164-1-12,

3.) Capital Improvements Report: Five-year plan for Capital Infrastructure expenditures. Detail next five years of Infrastructure expenditures for Roads, Bridges, Sewers, Water Systems, etc. State Issue Two or Local Transportation Improvement Program eligible infrastructure only.
Per ORC 164.06 and OAC 164-1-31

4.) Project Description:

* Specific Location: Locate the project termini (where the project begins and ends). For example: "South Market Street, from Wendover Street to Guilford Avenue."

* Project Components: Describe the kind of project and the type of improvement. For example: "Storm Sewer Repair", "Road Replacement" or "New Water System", "Solid Waste System Expansion". Then, give a general description of each project component (No numbers yet).

* Physical Dimensional Characteristics: Provide the project specifics; should be a shortened derivative of the Engineer's Estimate. Provide Quantity and Quality of material to be used. For example: "2,000 s.y. Of 404 Asphalt." or "500 L.F. of SPX-567 Guardrail". Provide Dimensions of Project to be constructed. For example: "East Deborah Drive: 1,229'1 x 22'w (3,004 s.y.)" or "Orange Road Water Tank: 50,000 gallon capacity. "

5.) Project Engineer's Estimate/Statement of Useful Life: The Engineer's Estimate must specify the types and quantities of materials to be used. For example: "247 C.Y.----Asphalt Concrete (402) ----- \$24,700" or "500 L.F ----- Guardrail, Type 5 ----- \$5,000". A Lump Sum Only Estimate of the Total Project Cost should be avoided. A Statement of Useful Life can be included at the bottom of the Engineer's Estimate.
Per OAC 164-1-16 and OAC 164-1-13.

6.) Status of Funds Report: the Clerk, Treasurer, Clerk-Treasurer, Auditor, or Finance Director should submit the following statement. "I, (name), hereby certify that the (Name of the Subdivision) has the amount of (\$ Local Share Amount) in the unencumbered (Name of Subdivision Account) and that this amount will be used to pay the (Name of the Subdivision)'s Local Share for the (Name of the Project)."

7.) Cooperative Agreement(s): Needed when two or more subdivisions are cooperatively participating in the development and construction of the project.

8.) Sources and Uses of Funds: Sources must always equal Uses. Total Financial Resources can never be more than amount in the Engineer's Estimate. All project source and use categories will be printed in the first of the four Columns of Appendices D and E of the Project Agreement.

9.) Evidence of Prepaid Invoices: Required before or with the receipt of the first Request for Disbursement. A "Prepaid" is an item or items paid for by the subdivision after the receipt of the Project Agreement. The vast majority of "Prepays" represent Preliminary Engineering. Anything paid for by the subdivision after the receipt of the Project Agreement is not a "Prepaid" but, depending on the circumstances, may be either reimbursed or credited towards the subdivision's local share.

10.) Authorization Legislation: A certified copy of the legislation by the governing body of the applicant authorizing a designated official to submit this application and to execute contracts.

11.) Assessed Projects: For projects where a direct assessment is planned to finance the project, legislation (resolution or ordinance) from the applicant's trustees of city/village council is required that states the intention to pass an assessment specifically for this project. The Authorization and assessment legislation can be combined.