



Delaware, Fairfield, Knox,
Licking, Morrow, Pickaway
Counties

Ohio Public Works Commission

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614-390-0972

Application Materials Checklist

FY 25 (Round 38)

All applications for Financial Assistance must be submitted online through WorksWise, found [HERE](#).

Items required to be submitted with the online application are as follows:

- _____ A certified copy of the legislation by the governing body of the applicant.
- _____ A certification from the applicant's Chief Financial Officer listing all local share funds budgeted, the source of the funds, and the date they are anticipated to be available.
- _____ A registered professional engineer's estimate of the project's useful life. (Weighted useful life required for projects involving more than one type of infrastructure)
- _____ Detailed cost estimate with both construction and engineering costs (if applicable) and engineer's original signature and seal. This should also show in-kind costs.
- _____ Engineer Project Status Certification (Next to last page of the Methodology)
- _____ FOR ALL WATER & SEWER PROJECTS - Water & sewer rates (based on 4500 gallons per month). Include copies of ordinances/resolutions that establish rates.
- _____ 10 Item Narrative Form. Information missing from the Narrative may result in the loss of valuable points. Also refer to the Methodology to ensure you have included everything in the Narrative that is required.
- _____ Map showing project location

NOTE: The Capital Improvement Summary and 5-Year Plan are no longer required to be submitted

Items that are to be included, if applicable to this project:

- _____ If "in-kind" is shown in budget, you must include a summary page showing calculation of labor, materials, and equipment costs (ODOT rates). Materials purchased by a government entity are subject to MBE requirements. (In-kind should also be shown on the engineer's cost estimate.)
- _____ Photos, as appropriate
- _____ A copy of the multi-jurisdictional cooperation agreement if more than one entity is involved in the project
- _____ Farmland Preservation Narrative written by County or Regional Planning Commission, not the applicant's planning commission or engineer.
- _____ Floodplain Permit, if required
- _____ Funding Commitment Letters from agencies assisting with match funds, such as CDBG, OWDA, EPA, etc.

NOTE: If an item in the required documents dropdown box of the online application does not apply to your application, simply submit a pdf that denotes "N/A" or "Not Applicable".