

# **EXAMPLES OF MOST REQUIRED ATTACHMENTS**

(There are some attachments that are required but are not shown here.  
Please refer to Page 5 of your Guidelines Booklet for a list of all required  
attachments)

# “CERTIFIED/DETAILED ENGINEER’S COST ESTIMATE” and “STATEMENT OF USEFUL LIFE”

## SAMPLE ATTACHMENT B

### Required for All Projects

*{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]

ITEM	QUANTITY	UNIT	PRICE	AMOUNT
Asphalt (402 and 404)	1510	cy	\$65	\$98,150
Excavation (203)	4640	cy	\$12	\$55,680
Aggregate Base (304)	1805	cy	\$18	\$32,490
Curb and Gutter (609)	2755	lf	\$16	\$44,080
Manholes and water valves adjusted to grade (604)	30	ea	\$100	\$3,000
Curb Ramps (608)	24	ea	\$500	\$12,000
Concrete Walk (608)	100	ea	\$10	\$1,000
Catch Basins (604)	14	ea	\$500	\$7,000
Storm Piping (603)	400	lf	\$30	\$12,000
Seeding and Mulching (659)		Lump sum	\$500	\$500
Maintaining Traffic (614)		Lump sum	\$2,000	\$2,000
Subtotal				\$267,900
Contingencies (10%)				\$26,790
<b>TOTAL</b>				<b>\$294,690</b>

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

Engineer’s Signature and Stamp or Seal

  
 Kent D. Baker, P.E.  


# **“AUTHORIZATION LEGISLATION DESIGNATING OFFICIAL”**

## ***SAMPLE ATTACHMENT C***

### ***Required for All Projects***

A RESOLUTION AUTHORIZING           **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           **Political Subdivision Name**           is planning to make capital improvements to           **Project Name**          , and

WHEREAS, the infrastructure improvements 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           **Political Subdivision Name**          :

Section 1: The           **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           **Name and/or Title**           is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Passed:                     **Date**                    

Signed           **Any Necessary Signatures Here**

# **“CHIEF FINANCIAL OFFICER'S CERTIFICATION OF LOCAL FUNDS”**

## ***SAMPLE ATTACHMENT D***

### ***Required for All Projects***

#### **Political Subdivision Letterhead**

Date

I, Title of the Political Subdivision Name, hereby certify that Political Subdivision Name has the amount of \$ Local Funds in the Name of account/fund and that this amount will be used to pay the local share for the Name of project when it is required.

Sincerely,

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**Name**

---

**Title**

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**Signature**

[Name, Title and Signature of Chief Financial Officer]

# Ohio Public Works Commission Summary Form REQUIRED

Subdivision Wetzel County Code# 011-12345 County Wetzel Date 8/1/2013

Infrastructure Component	Replacement Cost	Repair Cost	Total (Units)	Units/Physical Condition					
				Excellent	Good	Fair	Poor	Critical	Unknown
Roads	\$331,500,000	\$3,707,000	Center Line Miles 345	73	190	70	12	0	
Bridges	\$148,328,000	\$18,673,000	Number of Bridges 370	115	217	32	5	1	
Culverts	\$13,600,000	\$3,200,000	Number of Culverts 269	60	162	27	19	1	
Water Supply Systems			Number of Facilities 0						
Water Distribution	\$11,301,894	\$4,436,921	Linear Feet (Thousands) 325.2		50.0	141.0	109.1	25.1	
Wastewater Systems	\$5,119,520	\$1,417,282	Number of Facilities 12	1	5	2	2	2	
Wastewater Collection	\$20,511,520	\$6,037,982	Linear Feet (Thousands) 394.8		92.4	205.3	97.1		
Stormwater Collection			Linear Feet (Thousands) 0						
Solid Waste Disposal			Capacity (tons per day) 0						
TOTALS	\$530,360,934								

## Subdivision Socio-Economic Characteristics

CURRENT		2010 CENSUS INFORMATION			
Population		Population	74,036	% Low to Moderate Income	39.4%
Total Households		Total households	29,614	% Poverty	13.0%
% Unemployment		Median Household Income	\$30,375	% Unemployment	3.7%

Preparer's Name, Phone Number, email: \_\_\_\_\_

# Ohio Public Works Commission

**Five Year Capital Improvement Plan/Maintenance of Effort  
REQUIRED**

**Subdivision** Wetzel County

**Code** 011-12345

**Date** 8/11/13

[illegible][illegible]

## Locally Maintained/Operated

(Infrastructure Type)

Date

**Subdivision Name:**\_\_\_\_\_

**Suggested local use only**

[illegible]

**“PERCAPITA INDEBTEDNESS VERIFICATION”**

***SAMPLE ATTACHMENT G***

***Required for All Projects***

**Political Subdivision Letterhead**

Date

Ohio Public Works Commission  
65 East State Street, Suite 312  
Columbus, OH 43215

Dear OPWC:

I, Finance Director/Clerk/Treasurer of the **Political Subdivision Name**, hereby certify that as of **Current Date** the **Political Subdivision Name** has current outstanding debt of \$. Our total population from the 1990 Census is **number of persons**.

Therefore our total per capita indebtedness is:  
**dollar amount of debt divided by number of persons.**

Sincerely,

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Finance Director/Clerk/Treasurer



# **“CHIEF FINANCIAL OFFICER’S CERTIFICATION OF LOAN REPAYMENT”**

## ***SAMPLE ATTACHMENT H***

### ***Required for Loan Projects***

#### **Political Subdivision Letterhead**

Date

I, **Title** of the **Political Subdivision Name**, hereby certify that **Political Subdivision Name** has / will have / will collect the amount of **\$ Amount of Loan** in the **Name of Account/Fund** and that this amount will be used to repay the SCIP or RLP loan requested for the **Name of Project** over a **Number of Years** term.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

[Name, Title and Signature of Chief Financial Officer]

***This is needed for loan requests. If a grant and loan request is made for one project, the Certification of Local Funds and Certification of Repayment are both required.***

**“LEGISLATION AUTHORIZING CURRENT RATES”**

***SAMPLE ATTACHMENT I***

***Complete for Water & Sewer Projects ONLY***

The **Council of the Village of Farthington** met in regular session on the **5th day of August, 2013** with the following members present:

Council Member 1  
Council Member 2

**Council Member 1** moved the adoption of the following:

**RESOLUTION**

**WHEREAS**, the Council has applied for funding in order to install sewer lines in the **Farthington** area, and

**WHEREAS**, the Council finds it necessary to establish a monthly rate for homes with connection to said lines, and

**WHEREAS**, this sewer project is desirable for the convenience and welfare of the residents of **Farthington**, and

**NOW, THEREFORE BE IT RESOLVED**, that a fee of **\$35.00 per month** is hereby established and will be charged to each household beginning the day the home is connected to said lines.

**Council Member 2** seconded the foregoing Resolution.

Calling of the roll resulted in the following vote.

**FARTHINGTON VILLAGE COUNCIL**

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

**ADOPTED: August 5, 2013**

**“TAX/FEE DOCUMENTATION”**

***SAMPLE ATTACHMENT L***

Date

Ohio Public Works Commission  
65 East State Street, Suite 312  
Columbus, OH 43215

Dear OPWC:

I, Finance Director/Clerk/Treasurer of ***Political Subdivision Name*** do hereby certify that local funds in the amount of \$\_\_\_\_\_ from the ***name of tax/fee that is being utilized*** are/will be available as of the date of the OPWC Agreement for the ***name of project***.

Sincerely,

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Finance Director/Clerk/Treasurer

## “FARMLAND PRESERVATION REVIEW”

### *SAMPLE ATTACHMENT M*

#### Farmland Preservation Review For the Ohio Public Works Commission

**PROJECT NAME**  
**DATE**

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

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

***response***

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

***response***

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

***response***

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Signature

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Title

## **“COOPERATION AGREEMENT”**

### **SAMPLE ATTACHMENT N**

***Execute a Cooperation Agreement if your project is a joint project in which there are two or more political subdivision. A letter from a subdivision is not a substitute.***

### **RESOLUTION NUMBER/DATE**

**Political Subdivision Name “A”** and **Political Subdivision Name “B”** enter into a cooperative agreement to submit an application to the Ohio Public Works Commission for the **Project Name**.

**Political Subdivision Name “A”** will provide funds totaling \_\_\_\_% of the cost of the **Project Name**. Such funds will come from the \_\_\_\_\_ fund.

**Political Subdivision Name “B”** will provide funds totaling \_\_\_\_% of the cost of the **Project Name**. Such funds will come from the \_\_\_\_\_ fund.

**Political Subdivision Name “B”** authorizes **Political Subdivision Name “A”** to be the lead applicant and to sign all necessary documents.

**Political Subdivision Name “A”** agrees to pay its \_\_\_\_% of the cost as invoices are due/at the end of the project/as otherwise agreed upon.

**Political Subdivision Name “B”** agrees to pay its \_\_\_\_% of the cost as invoices are due/at the end of the project/as otherwise agreed upon.

\_\_\_\_\_  
Local Official, Political Subdivision “A”

\_\_\_\_\_  
Local Official, Political Subdivision “B”

\_\_\_\_\_  
Local Official, Political Subdivision “A”

\_\_\_\_\_  
Local Official, Political Subdivision “B”

\_\_\_\_\_  
Local Official, Political Subdivision “A”

\_\_\_\_\_  
Local Official, Political Subdivision “B”