

# **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 ENGINEER’S COST ESTIMATE” and  
“STATEMENT OF USEFUL LIFE”  
SAMPLE ATTACHMENT B**

The estimate should specify items and quantities necessary for the project. A construction contingency up to 10% is permitted.

**Village of Farthington WATER STORAGE TANK & SUPPLY LINE  
August 1, 2010**

**Construction**


Reservoir (100,000 gallons)		
Site Work	\$ 20,000	
Foundation Work	15,000	
100,000 Gallon Steel Reservoir	60,000	
Painting Work	26,000	
Valves and Piping	8,400	
Miscellaneous	<u>6,200</u>	
<i>Subtotal for Reservoir</i>		<b>\$135,600</b>
Supply Lines		
6" PVC Pipe, DR18 – 200' @ \$35	\$ 7,000	
6" Gate Valves – 2 @ \$500	1,000	
8" PVC Pipe, DR18 – 1,000' @ \$40	40,000	
8" Gate Valves – 2 @ \$700	<u>1,400</u>	
<i>Subtotal for Supply Lines</i>		<b>49,400</b>
<b><i>Subtotal For Construction</i></b>		<b>\$185,000</b>

**Incidentals**

Preliminary Engineering	\$ 2,000	
Design Engineering	17,000	
Field Work	6,000	
Construction Administration	4,000	
Construction Supervision (4 months)	24,000	
Soils Investigation	4,000	
Legal	1,000	
Contingencies (10%)	<u>18,000</u>	
<b><i>Subtotal for Incidentals</i></b>		<b>\$ 76,000</b>

**TOTAL PROJECT COST ESTIMATE** **\$261,000**

The above cost estimates are based upon recent bids of a similar nature in this area of the state. Providing the Village properly maintains the storage tank and supply line and follows the project installation design and the materials and construction specifications, the life of this infrastructure will be at least thirty (30) years.

  
Kent D. Baker, P.E.



**“AUTHORIZATION LEGISLATION DESIGNATING OFFICIAL”**  
***SAMPLE ATTACHMENT***  
***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.

Section 2: The           **Name and/or Title**           is further 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***  
***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 Political Subdivision Name has the amount of  
\$                     in the name of account/fund and that this amount will  
be used to pay the local share for the project name when it is  
required.

Sincerely,

\_\_\_\_\_  
Finance Director/Clerk/Treasurer

Preparer: George Humphrey  
 Address: 123 Acme Street  
Farthington, OH 12345  
 Phone: 111-555-1214

## Ohio Public Works Commission

### Capital Improvement Report

### Summary Form

Subdivision Wetzel County Code# 011-12345 County Wetzel Date 8/01/2010

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		2000 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%

# Ohio Public Works Commission

## Five Year Capital Improvement Plan/Maintenance of Effort

### Subdivision

# Wetzel County

## Code

011-12345

**Date**

1/1/09

[illegible]

## Locally Maintained/Operated

(Infrastructure Type)

Date

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

**Suggested local use only**

[illegible]

**“PERCAPITA INDEBTEDNESS VERIFICATION”**  
***SAMPLE ATTACHMENT***  
***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  
Required for Loan 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 ***Political Subdivision Name*** ,  
hereby certify that ***Political Subdivision Name*** has/will have/will  
collect the amount of \$                     in the ***name of account/fund*** and  
that this amount will be used to repay the SCIP or RLP loan requested for  
the ***Project Name*** over a ***number of years*** term.

Sincerely,

\_\_\_\_\_  
Finance Director/Clerk Treasurer

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

The **Council of the Village of Farthington** met in regular session on the **4th day of August, 2010** 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 1, 2010**

**“TAX/FEE DOCUMENTATION”  
SAMPLE ATTACHMENT**

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,

\_\_\_\_\_  
Finance Director/Clerk/Treasurer

**“FARMLAND PRESERVATION REVIEW”**  
**SAMPLE ATTACHMENT**

**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 county or regional planning agency**.

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***

**“COOPERATION AGREEMENT”  
SAMPLE ATTACHMENT**

***Execute a Cooperation Agreement if your project is a joint project with the active participation of two or more subdivisions***

**RESOLUTION NUMBER/DATE**

          Name of Council Member           made a motion to adopt the following resolution:

**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 “A”** authorizes **Political Subdivision Name “B”** 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”