

## SMALL GOVERNMENT DOCUMENT CHECKLIST

This checklist was developed to assist the subdivision in assembling its submission to be at its best advantage. If specified information was not previously included in your application, be certain you supply it within 30 days of OPWC's receipt of your application. *Any criterion for which required documentation has not been supplied will not receive points since it can not be properly evaluated. It is each applicant's responsibility for determining the need for supplemental material.*

Information must be submitted to the attention of Linda Bailiff, Program Administrator, in any one of the following manners:

- E-mailed to [Linda.Bailiff@pwc.state.oh.us](mailto:Linda.Bailiff@pwc.state.oh.us), or
- Faxed to 614.466.4664, or
- Mailed to the Ohio Public Works Commission, 65 East State Street, Suite 312, Columbus, Ohio 43215.

- AFFORDABILITY: Roads, Bridges, Storm Water and Solid Waste – Most recent Auditor's Certificate of Estimated Revenues or documentation from the Auditor of State that subdivision is in a state of fiscal emergency. Funds considered for this criterion are those specific to the type of infrastructure being addressed by the project such as: 1) Townships – Motor Vehicle License Tax (MVL), Gas Tax, Road & Bridge, Permissive MVL, General; 2) Villages – Street, MVL, General. Also considered are any special funds specific to the infrastructure type addressed by the project.
- AFFORDABILITY: Water & Wastewater – Affordability is calculated by OPWC based on your submission of the following:
  - Ordinance for both current water *and* sewer rates, and evidence that rates are in active billing. If service is being supplied by another entity, you must obtain their rate information and supply it with the application. Also, include any one-time assessments if they are not included in the current rates.
  - Actual average residential monthly usage rate for water and sewer. If information is not provided, OPWC will assume 4,500 gallons per month. OPWC will use the subdivision's median household income (MHI) from the 2000 Census of Population & Housing unless you provide a valid income survey approved by the Ohio Department of Development.
  - OPWC will use the subdivision's population from the 2000 Census of Population & Housing unless the subdivision provides an updated population certification from the Ohio Secretary of State. If the number of water or sewer users is less than the number of households listed in the census, the applicant must include the actual number of residents to benefit from the improvement.
- ECONOMIC WELFARE –
  - If project will retain existing jobs or create jobs provide an explanation of the impact and letters from employers.

- HEALTH & SAFETY – Project should be clearly described in original application; otherwise provide supplemental information so reviewer understands project and the problem being addressed.
  - Roads: Provide accident data or clear description of safety issue
  - Bridges: Provide General Appraisal or Sufficiency Rating
  - Culverts: If not stated in original application, make sure problem is clearly described and provide photos (i.e. replacement with no damage, inadequate flow capacity, inadequate flow capacity with property damage, structurally deficient).
  - Water, Wastewater, Storm Water & Solid Waste: Clear explanation as to the problem project addresses and any OEPA or District Health Board orders, letters or documentation.
  
- CONDITION – If project is for repair or replacement and the original application does not clearly describe the condition of the existing infrastructure provide supplemental information. Photos are encouraged if not previously submitted.
  
- POPULATION –
  - Road and Bridge projects: Provide Average Daily Traffic if not previously provided.
  - Water and Wastewater projects: Provide number of households directly using the improvements if not previously provided.
  
- USEFUL LIFE – Make sure the engineer’s statement is provided if not included in the original application.
  
- MEDIAN HOUSEHOLD INCOME – OPWC will use the 2000 Census unless the applicant provides a valid income survey approved by the Ohio Department of Development.
  
- READINESS TO PROCEED –
  - Plans: If the plans are underway or the project does not require plans, provide a signed statement from the engineer. If the plans are complete, submit the plan title sheet signed and stamped by the engineer.
  - Funding Sources: If applications have been submitted to other agencies, submit a copy of the first page of the application. If funds have been committed by other agencies, submit copies of commitment letters. Be sure that CFO certifications and/or loan repayment letters specify the amount of the local share committed and/or the loan repayment amount.
  
- ALLOWABLE MODIFICATIONS –You may modify your original application to increase your score by providing a written statement for one or both of the following:
  - Revise the total amount of funding being requested (grant and/or loan)
  - Take either a partial or full loan