

## ADVISORY INFORMATION FROM OPWC

- 1.) **READINESS TO PROCEED** – Projects with delayed schedules for engineering, bidding and construction will be questioned and possibly returned for re-submission in a future program year if they will not proceed during the current program year.

Generally, projects not scheduled to be substantially underway by June 30, 2012 will be rejected by the Commission.

Projects involving the Ohio Department of Transportation must use the ODOT “sale” date. All ODOT project schedules are confirmed with ODOT. ODOT projects with schedules that lend themselves to a future program year will be rejected by the Commission.

- 2.) **PROJECT SCHEDULE EXTENSIONS** – Projects delayed for reasons which are beyond the control of the subdivision or could not be foreseen or anticipated may, at the discretion of the Commission, receive a schedule extension. Projects with delayed schedules that lend themselves to a future funding year will be terminated.
- 3.) **FARMLAND PRESERVATION REVIEW** – The Governor’s Executive Order 98-11V, “Ohio Farmland Protection Policy” requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please review the Commission’s Advisory on this issue and include Farm Land Preservation statements for projects with new and expansion components with your submission.
- 4.) **ENGINEERING COSTS** – Engineering costs, as a percentage of construction costs, are closely reviewed. Justification for elevated engineering costs may be required. Actual engineering costs incurred above the budget line item contained in the project agreement are the **sole responsibility of the subdivision** and will not be credited to the local subdivision contribution. Any request to amend the project budget for engineering services must be approved in writing in advance by the Commission.
- 5.) **ELIGIBLE PROJECT COSTS/DISBURSEMENTS** – The Commission can only disburse funds for eligible project costs that are included in the project’s scope of work **as defined in Appendix A of the project agreement**. Changes to the scope of work, including significant change orders, are the **sole responsibility of the subdivision** unless advance written approval of the District and Commission has been received.
- 6.) **MAINTENANCE PROJECTS** – Projects that do not repair or replace infrastructure and only maintain it in a “state of good repair” are not considered a “capital improvement” as defined by the Revised Code. Projects that substantially prolong the useful life via lining or epoxy coating of structures will be considered a “capital improvement”.
- 7.) **INCOMPLETE APPLICATIONS** – Missing or poorly documented application attachments result in extensive delays in their review and approval.

- 8.) **PUBLIC IMPROVEMENTS** – All Commission funded work must be owned and maintained by the local subdivision. Work not on public property or right of way, including water and sewer laterals, are ineligible for Commission assistance.

## **COMMON ERRORS**

- 1.) **AUTHORIZING LEGISLATION** – The person authorized in legislation to enter into contract with OPWC should be the CEO listed on the application.
- 2.) **CFO LETTERS** – Make sure the letter from the CFO states the actual amount of the local share and not a blanket statement of “funds will be available”. Also include the funding source for the local share.
- 3.) **COOPERATIVE PROJECTS** – Only one subdivision can be the applicant and the lead on the project.
- 4.) **ODOT PROJECTS** – If ODOT is participating in the project, the total project cost needs to include both the local and ODOT’s portion of the project and list the ODOT PID. Last funding round, OPWC had a few cases where the applicant only listed their local share as the total project cost because they were using OPWC as match. This created a lot of confusion when OPWC and ODOT were trying to confirm funding sources.
- 5.) **ENGINEER’S ESTIMATES/USEFUL LIFE STATEMENTS** – Project engineers should sign and certify BOTH the engineer’s estimate and useful life statement (if on two separate pages). Engineer’s estimates should be detailed and broken down into description of item or work, quantity (if applicable), unit, price/unit, and total cost.
- 6.) **PAGE 4 – PROJECT INFORMATION: LOCATION, COMPONENTS, AND DIMENSIONS** – On page four of the application OPWC is seeking information to be inserted into the Project Agreement. Under “Project Location”, OPWC requests that applicants not insert “see attached map” as an explanation of the location. OPWC are seeking landmarks, nearby roads/intersections, and other information to give us a very good idea of where the project is located, starts/ends, etc. For multi-village or township paving projects, it is acceptable to include a spreadsheet listing the road, start/end points, and length for insertion into the project agreement.

Under “Project Components” on page four, OPWC is seeking a detailed explanation of what work is being completed and the overall scope of work. Stating “see engineer’s estimate” does not suffice for this section.

**REMEMBER** – Items such as trees, tree grates, and decorative or ornamental items will be pulled off of engineering estimates and not be considered part of the OPWC project agreement.