Round 15 Completeness Checklist

All Applicable Items Listed Below Must Be Included In Your Application Submittal

- Your application may be delayed or rejected if applicable information is omitted or incomplete. 
  (If a document noted below is inapplicable, please leave box unchecked).
- The District 2 NRAC requires that all signed documents include the original signature(s).
- Please include this checklist along with the required attachments and completed application.

☐ OPWC Application for Financial Assistance
☐ District 2 NRAC Additional Support Information
☐ Certified appraisal as per OPWC Standards & Procedures for Appraisal Reporting (A copy of the current Standards & Procedures is included in the Appendices found in the Applicant Guidelines)
☐ Certified copy of the authorization by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts with the commission
☐ Deed restrictions established by the Clean Ohio Conservation Fund
☐ Certification signed by the applicant's chief financial officer stating all local share funds required for the project will be available on or before the dates listed in the Project Schedule
☐ Detailed project cost estimate provided by an architect, landscape architect, or other professional
☐ Cooperation agreement, (if the project involves more than entity) which identifies the fiscal and/or administrative responsibilities of each participant
☐ Collaborative participation letter of support (if applicable)
☐ Signed letter of intent from the seller and/or or an executed purchase contract with seller
☐ Conceptual site development plan
☐ Planting & maintenance plan
☐ Operation & maintenance qualifications
☐ Project management experience qualifications
☐ Affected watersheds or sub-watersheds identified (if applicable)
☐ Natural resources viability (a copy of the current State of Ohio Natural Heritage Inventory is included in the Appendices found in the Application Guidelines.)
☐ Project addresses limited opportunity for project to be realized

All applications should include the Project location identified on at least three maps:
☐ Location map with the project location clearly identified and major roads and highways labeled
☐ Topographical map
☐ Soils map
☐ And if applicable, additional map layers demonstrating:
  ☑ Wetland inventory
  ☑ Flood plains
  ☑ Proximity to permanently protected properties, etc.
  ☑ Access to natural areas

I have personally reviewed the application and approve this checklist. By signing I acknowledge that I have read and understand the most current edition of the Ohio Public Works Commission District 2 Natural Resources Assistance Council Applicant Guidelines and that omission of any required information will impact the rating of the project and may also cause the application to be invalid.

_________________________________________ (Signature) ______________________ (Date)
_________________________________________ (Printed name & Title)