Round 18 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)*
- 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 *(the current Appraisal Standards can be found on the OPWC website)*
☐ 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
☐ Draft 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 an executed purchase contract with seller
☐ Conceptual site development plan
☐ Signed letter committing to actively remove non-native vegetation from proposed restoration area for a minimum of three years (initial restoration plus two years)
☐ Project management experience qualifications

☐ Watershed in which the project is located *(if known)*
☐ NRAC2 Project Assessment Tool Report *(instructions can be found at https://www.greatparks.org/administration/cleanohio)*

All applications should include the Project Area identified on at least three maps:

☐ Location map with the project location clearly identified and major roads and highways labeled
☐ Topographical map
☐ An aerial photograph

*(Note that the NRAC2 Project Assessment Tool, referenced above, can be used to produce these maps after creating your Project Assessment report. With the Project Area, or AOI, still displayed on the map, you can 1) add appropriate base maps from the “Basemap Gallery”, and 2) turn off unwanted layers from the “Layer List”. You can zoom-out as necessary to show nearby roads and other important context features. Screenshots of these maps can be submitted to fulfill this requirement.)*

I have personally reviewed the application and approve this checklist. By signing I acknowledge that 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)*