

## **Ohio Public Works Commission Roles & Responsibilities**

### **Liaison**

*The liaison serves as the intermediary between the Ohio Public Works Committee and the District Committee (Integrating/NRAC).*

1. Statewide Meeting Events: Attends any Commission-sponsored event to maintain a level of staff proficiency.
2. Support Services: Provides the District and the Commission with the transcription of minutes, meeting notices and agendas, and any other necessary support services as required.
3. Records: Acts as a depositor for, and maintainer of, all necessary records that are required by the District or Commission including the project selection process.
4. Submission of Methodology: Provides the methodology annually for approval and ensures approval of the methodology is a minimum of 60 days prior to the due date for project applications.
5. Solicitation of Applications: Under the direction of the District, notifies and assists all political subdivisions within the District of the opportunity to apply for financial assistance.
6. District Appointments: Assembles and submits documentation to the Commission for committee appointments.
7. Slate Submission: Under the direction of the District, reviews project applications for completion and submits to the Commission as identified by the District as warranting funding, whether or not full funding is available. Slate submission includes a master scoring and ranking spreadsheet for all applications submitted to the district for funding.
8. District meetings and public assistance: Travels within the District as requested by the District to assist local subdivisions and attend/conduct meetings as necessary to meet program needs and requirements.
9. Ensures Program Compliance Requirements and Communication: Complies with Commission instructions and requests to fulfill program requirements, and consults with the Commission and other appropriate persons, agencies, and instrumentalities to assure understanding of the work associated with the programs.

### **District Committees (District Public Works Integrating Committee/Executive Committee & Natural Resource Assistance Council)**

*Districts are defined in the Ohio Revised Code and have responsibility for developing methodologies, and rating and ranking all project applications. As "public bodies", districts are required to abide by Ohio's Sunshine laws for public records and public meetings.*

1. Appointment Documentation: Assist liaison with submission of documentation for appointments to the Committees.
2. Methodologies: Under the direction of the Director, initiate and develop a project selection process for approval by the Commission that will ensure that the projects recommended for funding by the District meet the requirements of the Ohio Revised Code, Ohio Administrative Rules, and Commission regulations.
3. Meeting Attendance: Attend meetings for the evaluation and recommendation of projects.
4. Ranking & Rating: Score applications based upon approved methodology (cannot be delegated).
5. Attend any Commission-sponsored event, as necessary, to maintain a level of program proficiency.

**OPWC**

*The Ohio Public Works Commission administers the State Capital Improvement Program, Local Transportation Improvement Program, and Clean Ohio Conservation Green Space Program.*

1. Provides program guidance and technical assistance to Districts and local governments.
2. Reviews documents for eligibility.
3. Creates and maintains program policies and procedures.
4. Allocates funds to districts according to Ohio Revised Code.
5. Enters into contractual obligations with applicants selected for funding by the districts.
6. Administers the Emergency Program.
7. Houses the Small Government Commission and Fund.