



## WorksWise

# How To Submit Applications

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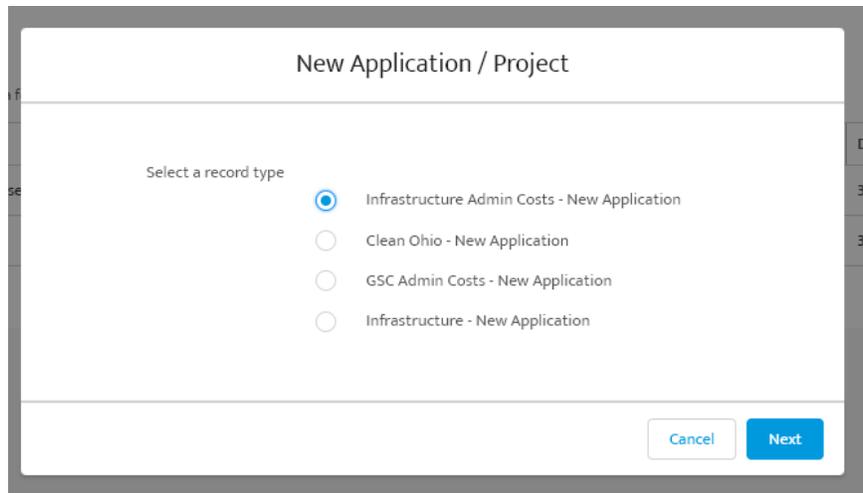
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# Create a New Application

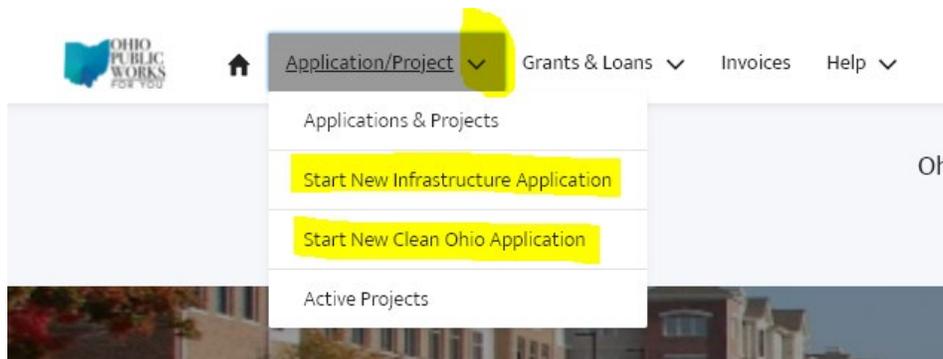
A new application can be started by clicking the “New” button on any “Applications” list (available after clicking “Applications & Projects” under the “Applications / Projects” menu at the top of the page)



Select the type of application you want to start, Infrastructure or Clean Ohio, be mindful not to select admin costs, only liaisons create these:



A new application can also be started directly from the dropdown under Application/Project:



A new application can also be started by navigating to the details of an existing application and clicking the “Clone” button.

## Filling in Basic Project Information

When clicking the “New” button to create a new application, a pop up will appear. Enter as much detail as you have. Very few requirements are enforced initially (the required fields are marked with an \*).

The application has numerous fields, and it will require you to scroll.

New Application / Project: Infrastructure - New Application

**Instructions**

Infrastructure Instructions  
<https://www.pwc.ohio.gov/Portals/0/Data/Instructions%20Application%20Infrastructure.pdf?ver=2019-10-03-130532-900>

**Notes & Tips**

1. All calculated fields (percentages, totals, etc.) will only be updated after saving any changes.
2. All dates must be entered including the four digit year and be in the order: mm/dd/yyyy -- such as 07/14/2020 or 4/14/2020.
3. If information is not applicable to your application, and not required to be entered, just leave the field blank -- do not enter 'N/A' or other similar values.
4. Additional instructions to help submitting your application will be shown after you save this application.

**Project**

\* Project Name

\* Project Type

\* Subdivision

\* Are Multiple Subdivisions Involved

\* Project Zip Code

**Project Financial Information - Project Estimated Costs**

\* Estimated Engineering

\* Estimated Construction Administration

\* Estimated Right of Way

When using the “Start New Application” button from the Application/Project dropdown, you will only be able to enter the 5 basic information pieces before the initial save:

The screenshot shows the 'New Infrastructure Application' form. At the top, it says 'NOTE: New Application' and 'To quickly start a new application, fill out the following fields and choose 'Confirm'. You can then complete the application at your leisure.' The form contains five required fields: 'Project Name', 'Subdivision' (with a search icon), 'Project Zip Code', 'Project Type' (a dropdown menu currently showing '--None--'), and 'Are Multiple Subdivisions Involved' (a dropdown menu currently showing '--None--'). A blue 'Confirm' button is centered at the bottom of the form.

The screenshot shows the 'New Clean Ohio Application' form. It has the same 'NOTE' and instructions as the Infrastructure form. The required fields are: 'Project Name', 'Subdivision' (with a search icon), 'Project Zip Code', 'Project Type' (a dropdown menu currently showing '--None--'), and 'Prior Project Number'. A blue 'Confirm' button is centered at the bottom of the form.

After the application is initially saved (using either method), editing the application will enforce many more requirements (most of those will be denoted with an \*, but some requirements are dependent upon values entered into other fields).

## Selecting Your Subdivision

When starting an application, one of the first things you need to enter is your Subdivision. Start typing your subdivision's name, and it should pop up for you to select:

The screenshot shows a search dropdown for subdivisions. The search input field contains the text 'rey'. Below the input, a dropdown menu is open, showing a search icon and the text '"rey" in Accounts'. Below that, there is a yellow highlight on the option 'City of Reynoldsburg' with a small icon to its left. At the bottom of the dropdown, there is a plus sign icon followed by the text 'New Account'.

If it does not pop up, use the magnifying glass to search in Accounts:

\*Subdivision ⓘ

re

Q "re" in Accounts

+ New Account

You can then select your subdivision from the search results:

Account Results

Subdivision

re

Accounts

1 Result

ACCOUNT NAME	BILLING CITY	BILLING STATE/PROVINCE	PHONE	SUBDIVISION CODE	OAKS NUMBER	ACCOUNT RECORD TYPE
City of Reynoldsburg				049-66390		PWC Subdivision

You can also search using your subdivision code:

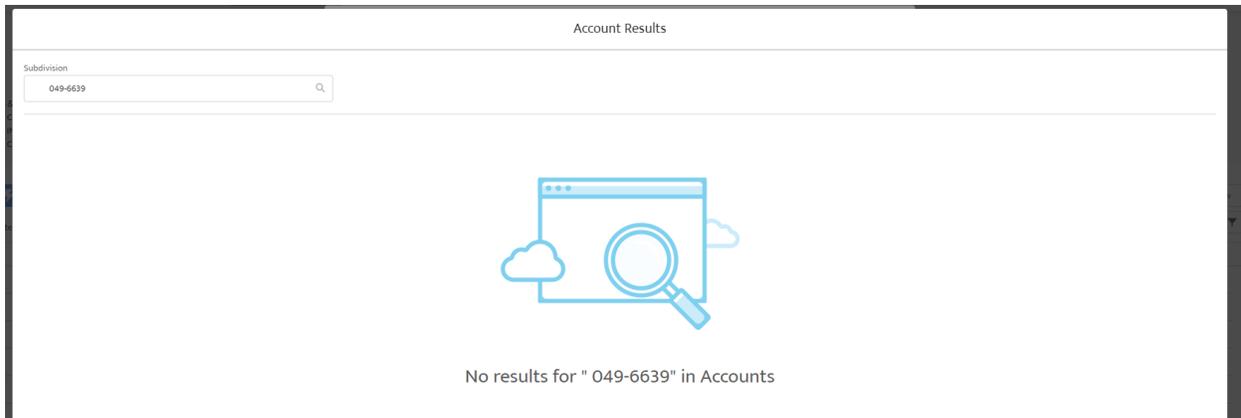
\*Subdivision ⓘ

049-66390

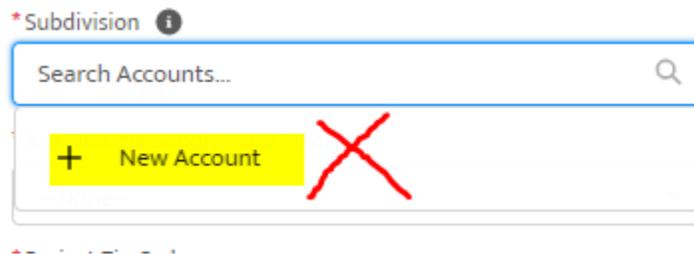
Q "049-66390" in Accounts

+ New Account

If your search yields no results, double check your spelling, and then contact your Program Representative.



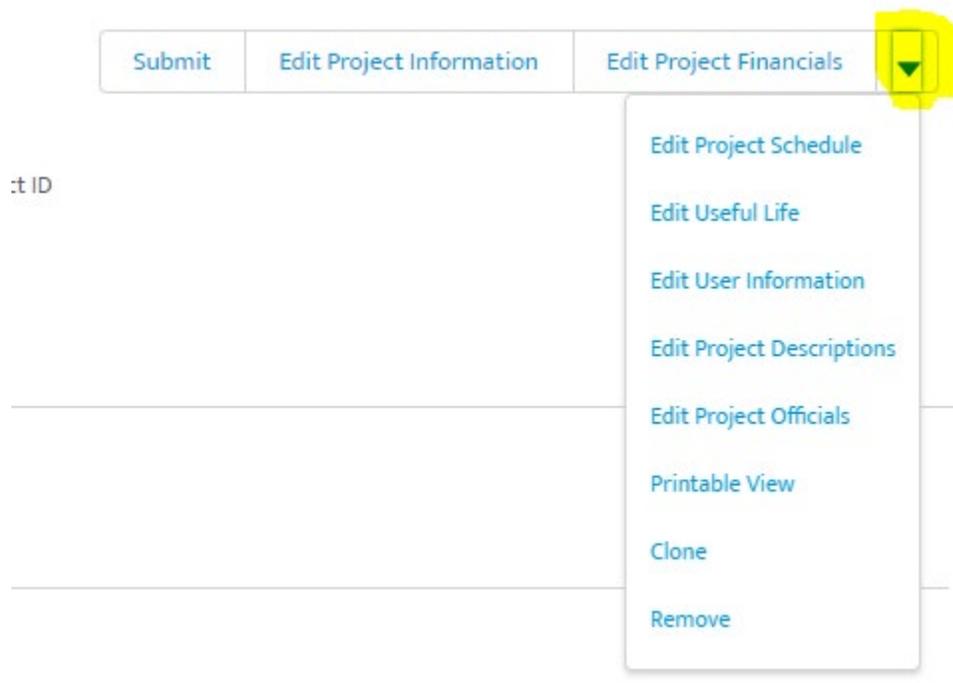
Do not try to create a New Account:



You will get an error. You must be linked to the subdivision in order to submit applications for them. Your program rep will be able to restore your connection or add new connections to subdivisions for you.

## Editing the Application

Applicants can edit an application up until they submit it to the district. Appropriate edit buttons are available in the top right corner, use the dropdown arrow to see all the available buttons to edit each individual section:



Once the application is ready for submission, click the submit button.



A summary of your project will pop up. When submitting the application, a final set of requirements will be enforced (all required documents must be uploaded, the costs of the project must balance the funding for the project, etc.). All errors will show up in red across the bottom. You will not be able to submit the application until all errors are resolved:

### Submit Application

Application ID APP-041091	Status Awaiting Signature	Project Name Valley Villas, York and State - City of Parma	Project Type Wastewater
Subdivision City of Parma			
Total Estimated Costs \$0.0		Percentage Local Resources 0.0	
Total Local Resources \$0.0		Percentage OPWC Resources 0.0	
Total OPWC Resources \$0.0		Percentage Total Financial Resources 0.0	
Total Financial Resources \$0.0			

**Issues To Address Before Submitting**

The deadline to submit this application has passed.

## Uploading Documents

To submit documents, scroll to the bottom of the application details and use the Upload Files button. There is a list of required documentation just above the files listing – refer to it to see which submissions will be required. This list includes OPWC requirements as well as specific district or NRAC requirements.

### Required Documentation

- Required Document List
- Authorizing Legislation
- CFD Certification
- District Application Supplement
- Engineer's Estimate
- Project Map
- Weighted Useful Life Statement

Application / Project  
A/P-SYS-041090

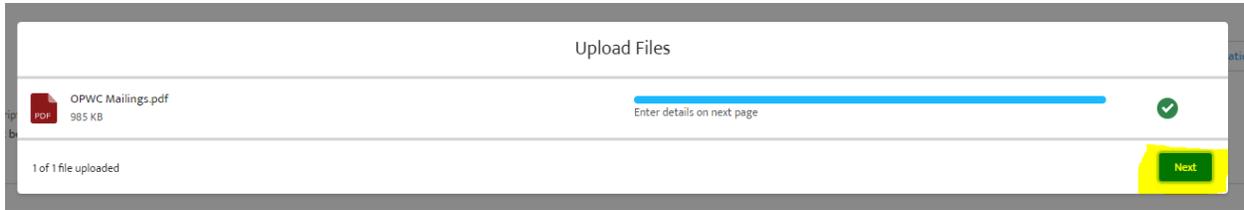
Status	Status Description	Project Name	Subdivision	Subdivision Code	Application / Project ID
Not Submitted	Has not yet been submitted for district review and scoring	Valley Villas, York and State - City of Parma	City of Parma	035-61000	APP-041091

### Files

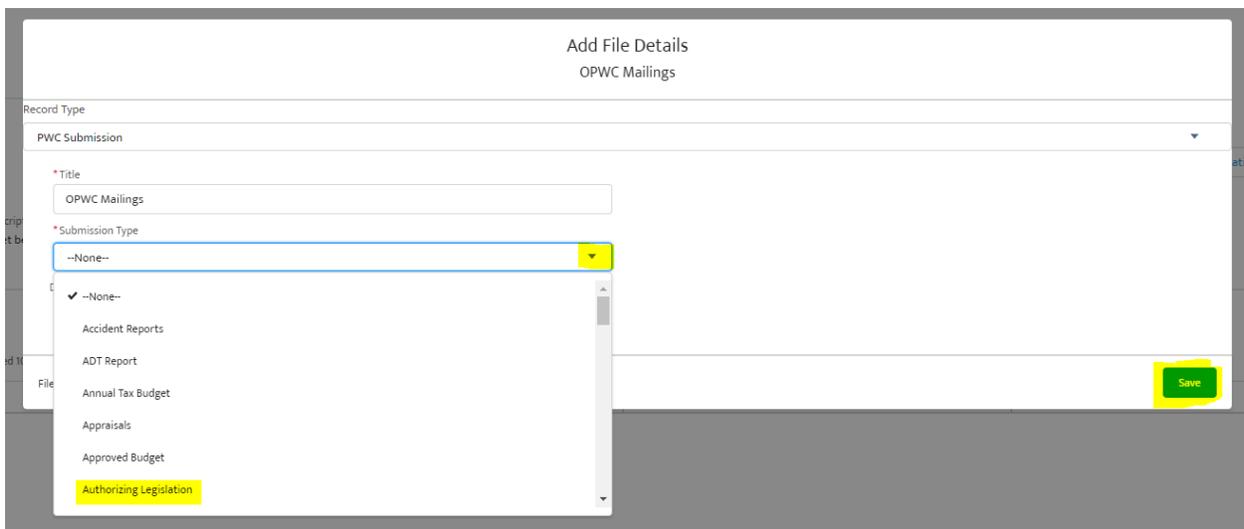
0 items • Sorted by Last Modified • Updated 7 minutes ago

Title	Owner	Last Modified	Size

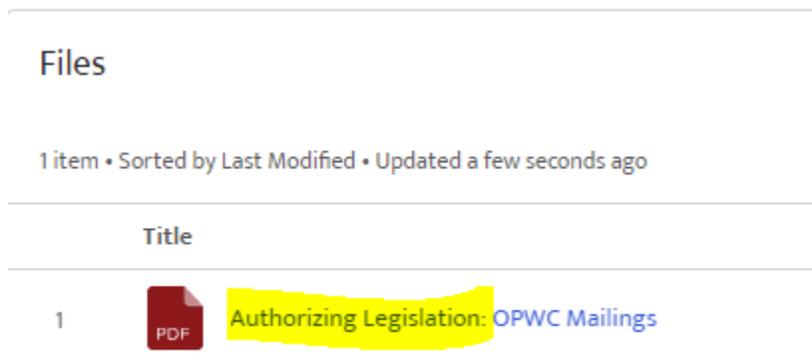
After you select a file to upload, hit Next:



It will then prompt you to indicate which type of file it is:



The name in the file listing will reflect that information:



If a document is listed in the Required Documentation list but does not apply to your project, upload a pdf that states this requirement is not applicable to this

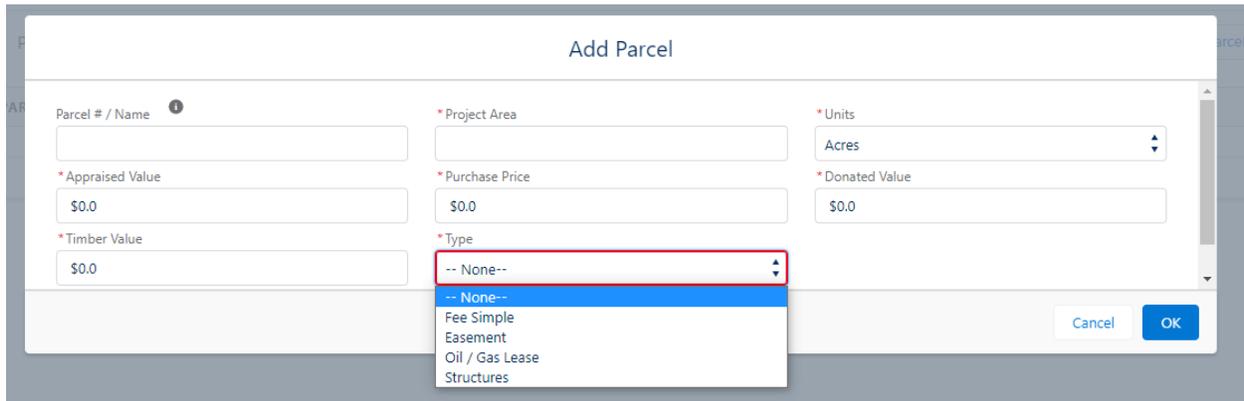
project. OPWC requires a signed engineer's estimate as well as a certified useful life statement. If these are the same document, upload it twice, labeling it as the Engineer's Estimate once and then as the Weighted Useful Life Statement.

## Adding Parcels in a Clean Ohio Application

For Clean Ohio applications there is a Parcel section, you must add at least one parcel to the application before submitting:



Once you click Add Parcel this screen will pop up:



All the fields are required. Write in the parcel number, or the name you are using to refer to the land. The Project Area can be number of acres, number of square feet, or number of linear feet. Select the units to match what you entered in Project Area. Write in the Appraised Value, Purchase Price, and if there is any Donated Value or Timber Value you are including in the project. Lastly, choose the type of acquisition.

For Improvement only projects fill in the parcel #/name, the project area and select Fee Simple as the type. Since you already own the property and are not leveraging the value of the land, leave the dollar values at \$0.00