WorksWise

How To Submit Applications

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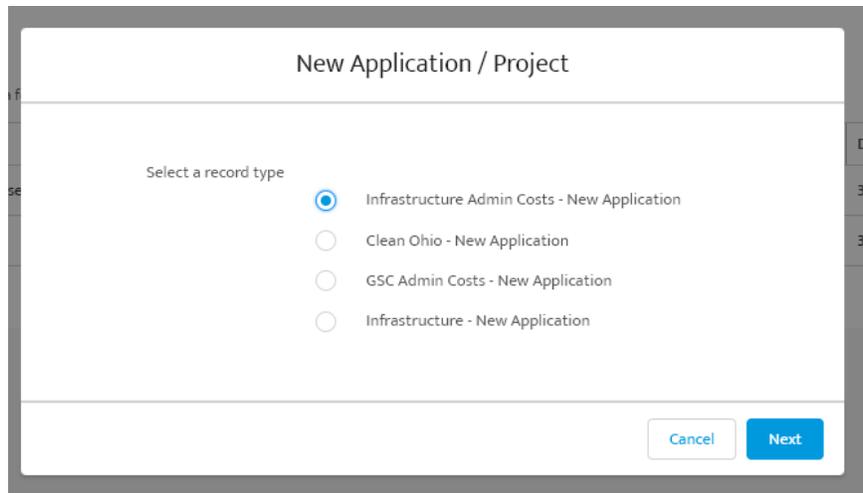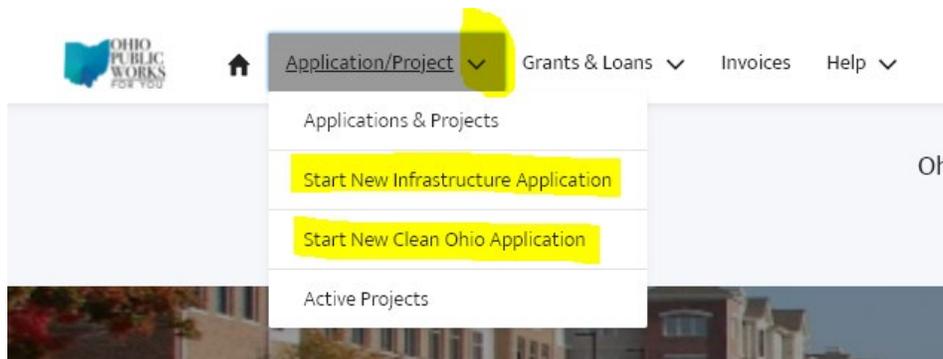
Create a New Application

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 ⓘ
--None--

*Subdivision ⓘ
Search Accounts...

*Are Multiple Subdivisions Involved
--None--

*Project Zip Code

Project Financial Information - Project Estimated Costs

*Estimated Engineering
$0

*Estimated Construction Administration ⓘ
$0

*Estimated Right of Way ⓘ
$0

Cancel   Save & New   Save

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:

New Infrastructure Application

NOTE: New Application
To quickly start a new application, fill out the following fields and choose 'Confirm'. You can then complete the application at your leisure.

* Project Name

* Project Type

--None--

* Subdivision

Search Accounts...

* Are Multiple Subdivisions Involved

--None--

* Project Zip Code

[Confirm]

New Clean Ohio Application

NOTE: New Application
To quickly start a new application, fill out the following fields and choose 'Confirm'. You can then complete the application at your leisure.

* Project Name

* Project Type

--None--

* Subdivision

Search Accounts...

Prior Project Number

* Project Zip Code

[Confirm]

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:

* Subdivision ⓘ

rey

🔍 "rey" in Accounts

🏢 City of Reynoldsburg

＋ New Account

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

You can then select your subdivision from the search results:

You can also search using your subdivision code:
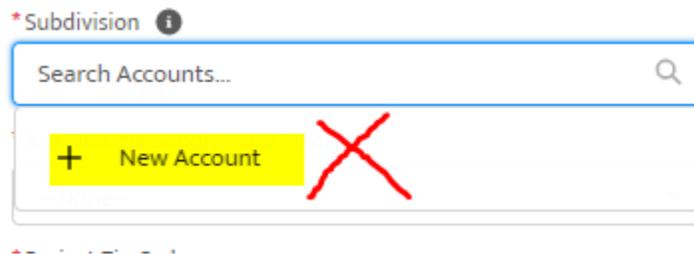

If your search yields no results, double check your spelling, and then contact your Program Representative.

Account Results

Subdivision
049-6639

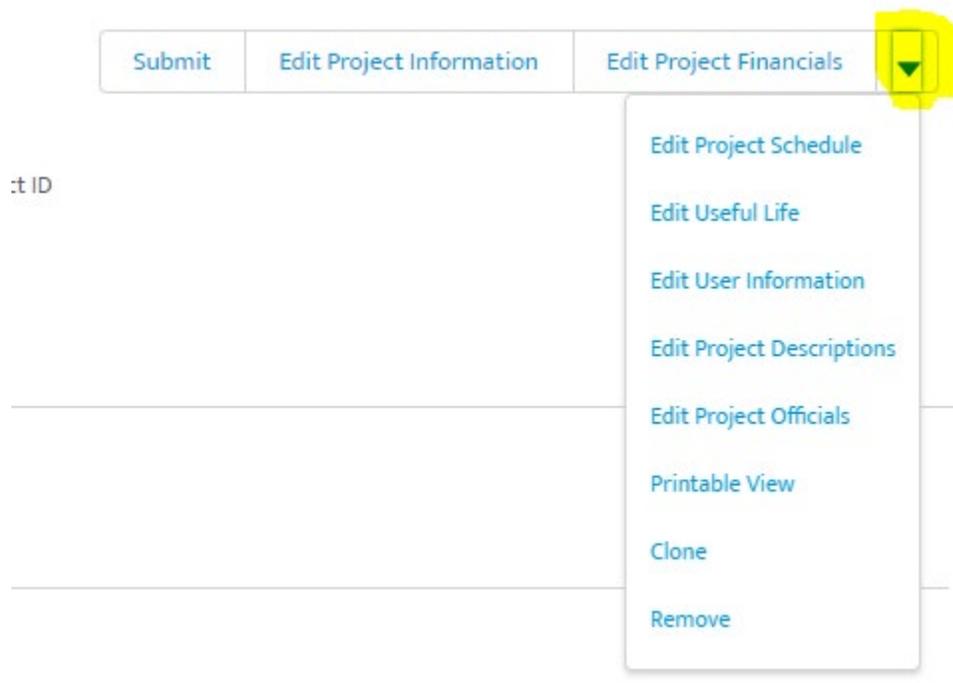No results for " 049-6639" in Accounts
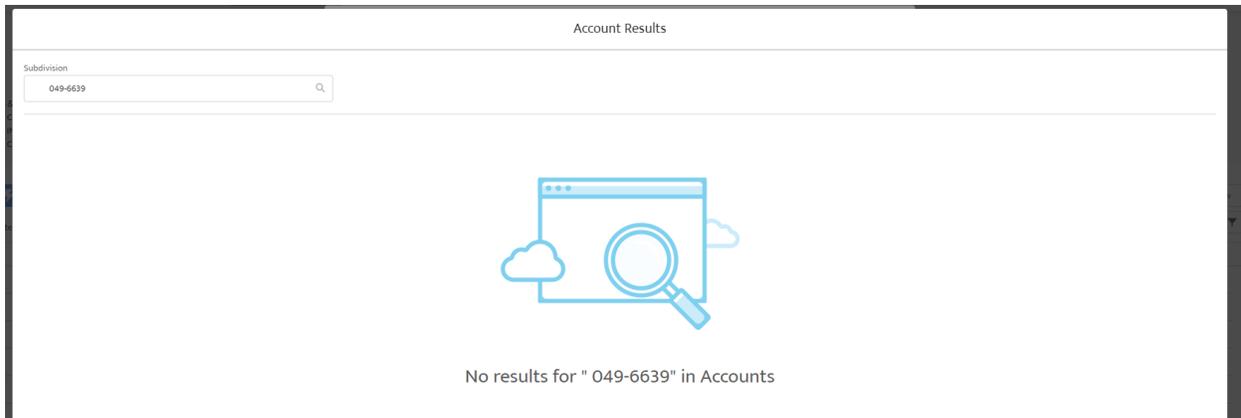
Do not try to create a New Account:

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:

Submit	Edit Project Information	Edit Project Financials	▼

Edit Project Schedule

Edit Useful Life

Edit User Information

Edit Project Descriptions

Edit Project Officials

Printable View

Clone

Remove

:t ID

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

Submit	Edit Project Information	Edit Project Financials	▼

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:

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.

After you select a file to upload, hit Next:
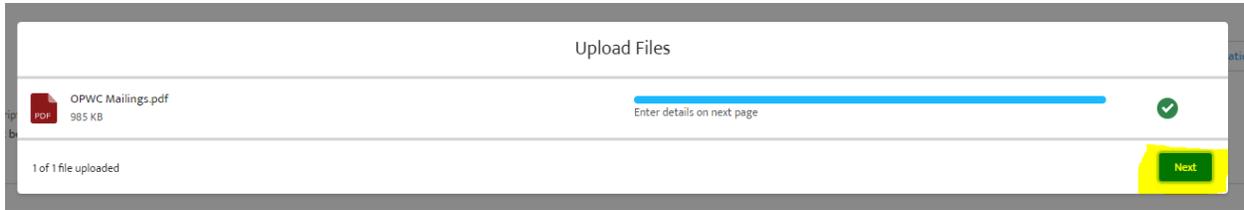
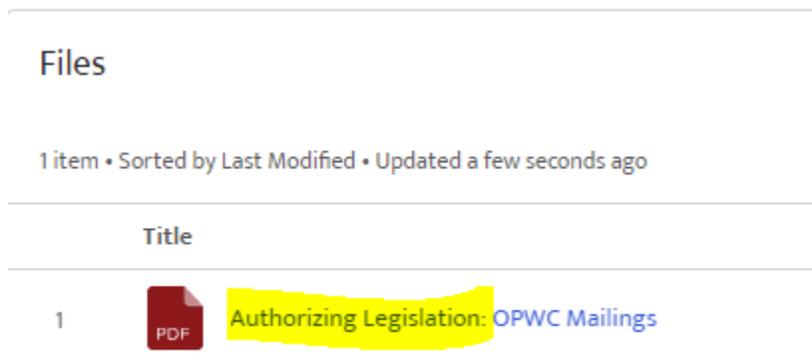It will then prompt you to indicate which type of file it is:
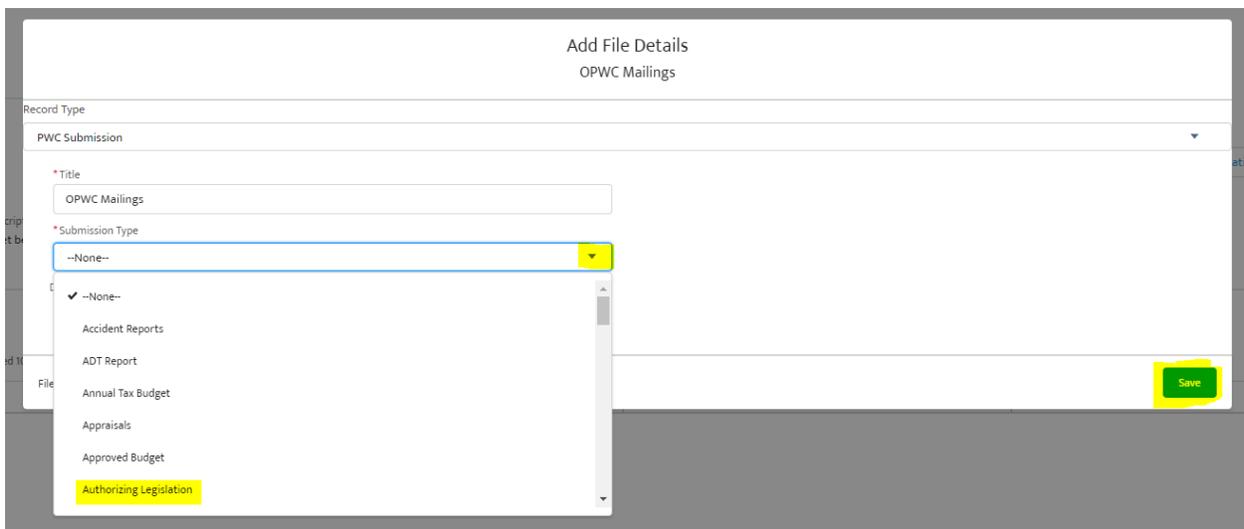
The name in the file listing will reflect that information:

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:
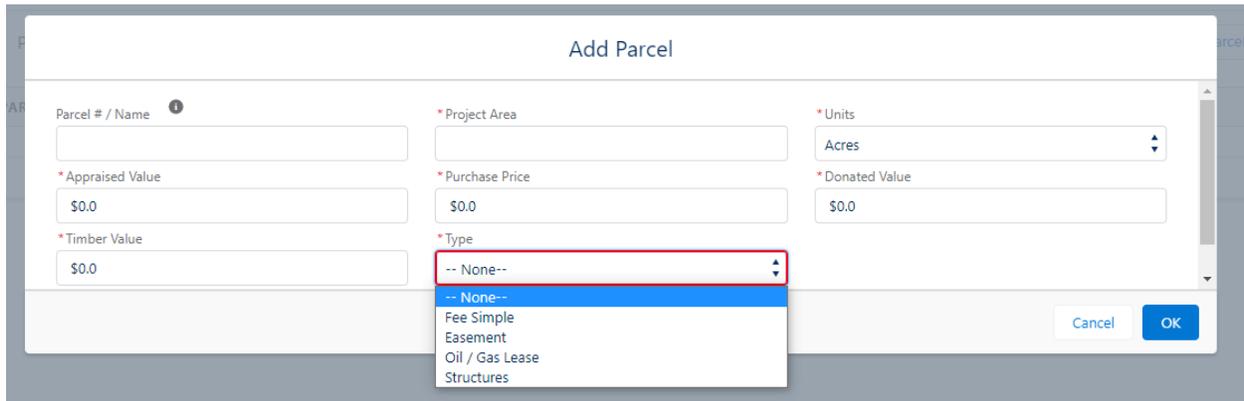
All the fields are required. Write in the parcel number, or the name you are using to refer to the land. The Project Area can be number of acres, number of square feet, or number of linear feet. Select the units to match what you entered in Project Area. Write in the Appraised Value, Purchase Price, 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