

Small Government Commission Application Checklist

This checklist will help ensure that your application is scored at its best competitive advantage. It will also assist with the timely release of the Project Agreement should your project be funded. This form is for your use only. See various templates and forms in this manual, on the Small Government webpage, and on the Application webpage.

- [] Compliant certified authorizing legislation by applicant's governing body (OPWC Application webpage)
- [] Cooperative agreement if multi-jurisdictional (OPWC Application webpage). Road/bridge/culvert projects must include an engineer's statement certifying the percentages of each participating jurisdiction's share of the total project.
- [] Compliant Chief Financial Officer's Certification and Loan Letter (OPWC Application webpage)
- [] Funding commitment letters and or documentation for all non-OPWC matching funds
- [] Signed/stamped registered professional engineer's detailed cost estimate including in-kind costs (OPWC Application webpage). If project is a mix of new/expansion and repair/replacement items, engineer must include a percentage break-down by category.
- [] Signed/stamped professional engineer's weighted useful life statement if not submitted with original application (cannot be modified)
- [] Small Government Engineer's Plan Status Certification form (in this manual and on SG webpage)
- [] Clear description of problem and scope of work with appropriate documentation
- [] Source documentation for proof of age with year clearly visible or compliant letter from eligible public official {letter template in this manual}
- [] Project site photos, if appropriate
- [] Map showing project location/site
- [] Farmland Preservation Review Letter if any impact to farmland (OPWC Application webpage)
- [] ADT report for Road, Bridge & Culvert Projects
OR
Number of households/EDUs (with calculation) for Water, Wastewater, Storm Water Collection, Solid Waste Projects who directly benefit. If waterline or sewer project with additional benefitted users beyond scope of construction, then also Engineer's study documenting these additional users.

Roads, Bridges/Culverts, Storm Water, Solid Waste Projects Only:

- [] Auditor's Certificate of Estimated Resources with line item detail unless applicant in State of Fiscal Emergency; also if Storm Water or Solid Waste project, the fund(s) typically used must be identified {examples in back of this manual}.
- [] Low volume road projects that include documentation using ODOT's TIMS System showing a positive Rate of Return is required to maximize points under population.

(Continued on next page)

Water and Wastewater Projects Only:

- [] "Current" water and wastewater rate ordinances/resolutions for all entities providing services unless applicant in State of Fiscal Emergency
- [] Small Government Water & Wastewater Ability & Effort Supplemental form (in this manual and on SG webpage)