Pursuant to Ohio Revised Code 164.05 and Ohio Administrative Code 164-1-21, this Project Agreement is entered into July 1, 2012 by and between the State of Ohio, acting by and through the Director of the Ohio Public Works Commission (hereinafter variously referred to as the "Director" or the "OPWC"), located at 65 East State Street, Suite 312, Columbus, Ohio 43215, and Municipality of Germantown, Montgomery County (hereinafter referred to as the "Recipient"), located at 75 N. Walnut Street, Germantown, OH 45327-, in respect of the project named Cherry Street Improvement Project Phase 3, and as described in Appendix A of this Agreement (hereinafter referred to as the "Project") to provide an amount not to exceed Four Hundred Ninety-Nine Thousand, Seven Hundred Ninety-Eight Dollars ($499,798) for the sole and express purpose of financing or reimbursing costs of the Project as more fully set forth in this Agreement and the Appendices attached hereto.

Subdivision Code: 113-29932

OPWC Grant Project Control No. CD08P
IN WITNESS WHEREOF, the parties hereto have executed this Agreement for Project # CD08P as of the date first written above.

RECIPIENT

Anna Sizemore, Municipal Manager
Municipality of Germantown
75 N. Walnut Street
Germantown, OH 45327-

GRANTOR

STATE OF OHIO, OHIO PUBLIC WORKS COMMISSION

By:
Michael Miller, Director
Ohio Public Works Commission
65 East State Street
Suite 312
Columbus, OH 43215

WITNESS

WITNESS
APPENDIX A

PROJECT DESCRIPTION AND COMPLETION SCHEDULE

1) PROJECT DESCRIPTION / PHYSICAL SCOPE:

The Project, for which the provision of financial assistance is the subject of this Agreement, is hereby defined and described as follows:

a) PROJECT NAME: Cherry Street Improvement Project Phase 3

b) SPECIFIC LOCATION: The project starts at Gunckle Street and extends approximately 800 feet north to Center Street. See map in project application.

(Project Location Zip Code - 45327-)

c) PROJECT TYPE; MAJOR COMPONENTS: The project consists of pavement planning of Market Street intersection, an asphalt surface and intermediate courses, bituminous and aggregate bases, new curb and gutters, new concrete sidewalks, new concrete drive approaches, storm sewers, catch basins, manholes and water main replacement. See engineer's estimate in project application for approved bid items and quantities. Note: Only public owned items constructed in the public right-of-way are eligible for OPWC funding under this agreement. OPWC grant funds pay for up to 90% of repair/replacement projects. Since the OPWC participation rate on this project is 100% the project will draw 10% from the loan amount as payments progress.

d) PHYSICAL DIMENSIONAL CHARACTERISTICS: The existing road is 800' in length and the pavement, curbs and walks are in deteriorating condition and is to be reconstructed with bituminous (5") and aggregate base (6"), asphalt intermediate (1-3/4") and surface courses (1-1/4"), curb and gutter (40' back to back), 5' concrete sidewalks along both sides, concrete drive approaches, 1016' of storm sewer, 15 catch basins, 6 manholes, 807 feet of 10" water main, 18 one inch water services, 3 fire hydrants, water valves, and appurtenances.
2) PROJECT SCHEDULE:

The Project, for which the provision of financial assistance is the subject of this Agreement, shall be pursued and completed in accordance with the following schedule:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>START DATE</th>
<th>COMPLETION DATE</th>
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<tbody>
<tr>
<td>Final Design</td>
<td>07/16/2012</td>
<td>12/14/2012</td>
</tr>
<tr>
<td>Bidding Process</td>
<td>01/15/2013</td>
<td>02/15/2013</td>
</tr>
<tr>
<td>Construction</td>
<td>03/18/2013</td>
<td>10/31/2013</td>
</tr>
</tbody>
</table>

NOTE: Construction must begin within 30 days of the date set forth herein for the start of construction, or this Agreement may become null and void, at the sole option of the Director. However, the Recipient may apply to the Director in writing for an extension of the date to initiate construction. The Recipient shall specify the reasons for the delay in the start of construction and provide the Director with a new start of construction date. The Director will review such requests for extensions and may extend the start date, providing that the Project can be completed within a reasonable time frame.

The information detailed in this Appendix A shall serve as the basis for Project monitoring purposes and for determining Project acceptance upon its completion. In the event that circumstances require a change in physical scope, such changes must be approved through the execution of a formal Amendment to this Project Agreement.
APPENDIX B

PROJECT ADMINISTRATION DESIGNATION

The Project Administration Designation required by Section 6(a) of this Agreement, and in accordance with the definitions set forth in Section 1 of this Agreement, for the sole purpose of administering the Project, as defined and described in Appendix A of this Agreement, under Chapter 164 of the Revised Code and Chapter 164-1 of the Administrative Code is hereby established as follows:

The Recipient designates:

1.) **Anna Sizemore/Municipal Manager** to act as the Chief Executive Officer;

2.) **Terry Klein/Finance Director** to act as the Chief Fiscal Officer; and

3.) **Jonathan Moore/Public Service Director** to act as the Project Manager.

NOTE: Upon any change in such a designation, the Recipient shall immediately provide written notification to the OPWC.
APPENDIX C

PROVISION OF FINANCIAL ASSISTANCE

As authorized by Section 2 of this Agreement for the sole and express purpose of financing the Project defined and described in Appendix A of this Agreement, the estimated costs of which are set forth and described in Appendix D of this Agreement, the OPWC hereby agrees to provide financial assistance, subject to the terms and conditions contained in this Agreement, from the State Capital Improvements Fund which constitutes the proceeds of the Infrastructure Bonds, in an amount not to exceed Four Hundred Ninety-Nine Thousand, Seven Hundred Ninety-Eight Dollars ($499,798). This financial assistance shall be provided in the form of a Grant/Loan. The OPWC Grant Control No. is CD08P.

Joint Funded Project with the Ohio Department of Transportation

In the event that the Recipient does not have contracting authority over project engineering, construction, or right-of-way, the Recipient and the OPWC hereby assign certain responsibilities to the Ohio Department of Transportation, an authorized representative of the State of Ohio. Notwithstanding Sections 4, 6(a), 6(b), 6(c), and 7 of the Project Agreement, Recipient hereby acknowledges that upon notification by the Ohio Department of Transportation, all payments for eligible project costs will be disbursed by the Grantor directly to the Ohio Department of Transportation. A Memorandum of Funds issued by the Ohio Department of Transportation shall be used to certify the estimated project costs. Upon receipt of a Memorandum of Funds from the Ohio Department of Transportation, the OPWC shall transfer funds directly to the Ohio Department of Transportation via an Intra-State Transfer Voucher. The amount or amounts transferred shall be determined by applying the Participation Percentages defined in Appendix D to those eligible project costs within the Memorandum of Funds. In the event that the Project Scope is for right-of-way only, notwithstanding Appendix D, the OPWC shall pay for 100% of the right-of-way costs not to exceed the total financial assistance provided in Appendix C.
APPENDIX D

LOCAL SUBDIVISION CONTRIBUTION, PROJECT FINANCING AND EXPENSES SCHEME AND DISBURSEMENT RATIO

1) OPWC/LOCAL SUBDIVISION PARTICIPATION PERCENTAGES: For the sole and express purpose of financing/reimbursing costs of the Project defined and described in Appendix A of this Agreement, the estimated costs of which are set forth and described in this Appendix D, the Recipient hereby designates its Local Subdivision Percentage Contribution as amounting to a minimum total value of % percent of the total Project Cost. The OPWC participation percentage shall be 100% percent. However, in the event of a cost over-run, the maximum OPWC dollar contribution shall not exceed the amount identified in Appendix C.

2) PROJECT FINANCING AND EXPENSES SCHEME: The Recipient further designates the Project's estimated financial resources and estimated costs certified to the OPWC under this Agreement for the Project as defined and described in Appendix A of this Agreement to consist of the following components:

a) PROJECT FINANCIAL RESOURCES:
   i) Local In-kind Contributions $0
   ii) Local Public Revenues $0
   iii) Local Private Revenues $0
   iv) Other Public Revenues:
       - ODOT $0
       - FmHA $0
       - OEPA $0
       - OWDA $0
       - CDBG $0
       - Other ______________ $0
   SUBTOTAL $0
   v) OPWC Funds:
       - Grant $249,899
       - Loan Assistance $0
   SUBTOTAL $499,798
   TOTAL FINANCIAL RESOURCES $499,798

b) PROJECT ESTIMATED COSTS:
   i) Project Engineering Costs:
       - Preliminary Engineering $0
       - Final Design $0
       - Other Engineering Services $0
   ii) Acquisition Expenses:
       - Land $0
       - Right-of-Way $0
   iii) Construction Costs $498,798
   iv) Equipment Costs $0
   v) Other Direct Expenses $1,000
   vi) Contingencies $0
   TOTAL ESTIMATED COSTS $499,798
OHIO PUBLIC WORKS COMMISSION
APPENDIX E - DISBURSEMENT REQUEST FORM AND CERTIFICATION

DISBURSEMENT REQUEST NUMBER: __________

STATEMENT REQUESTING THE DISBURSEMENT OF FUNDS FROM THE OPWC PURSUANT TO SECTION 6 OF THE PROJECT AGREEMENT (the "Agreement") EXECUTED BETWEEN THE DIRECTOR OF THE OHIO PUBLIC WORKS COMMISSION (the "Director") AND Municipality of Germantown, (113-29932), Montgomery County (the "Recipient"), DATED July 1, 2012, FOR THE SOLE AND EXPRESS PURPOSE OF FINANCING THE CAPITAL IMPROVEMENT PROJECT DEFINED AND DESCRIBED IN APPENDIX A OF THE AGREEMENT (the "Project") AND NAMED AND NUMBERED AS Cherry Street Improvement Project Phase 3, CD08P.

### EXPENDITURES PROGRESS:

<table>
<thead>
<tr>
<th>A) Project Engineering Costs</th>
<th>(1) AS PER AGREEMENT</th>
<th>(2) PAID PRIOR TO THIS DRAW</th>
<th>(3) AS PART OF THIS DRAW</th>
<th>(4) PAID TO DATE (Column 2 + 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Preliminary Engineering</td>
<td>$0</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>2) Final Design</td>
<td>$0</td>
<td>$_______</td>
<td>$_______</td>
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<tr>
<td>3) Other Engineering Services</td>
<td>$0</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
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</tbody>
</table>

<table>
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<tr>
<th>B) Acquisition Expenses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1) Land</td>
<td>$0</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
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<tr>
<td>2) Right-of-Way</td>
<td>$0</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
</tbody>
</table>

| C) Construction Costs        | $498,798             | $_______                    | $_______                 | $_______                        |

| D) Equipment Costs           | $0                   | $_______                    | $_______                 | $_______                        |

| E) Other Direct Expenses     | $1,000               | $_______                    | $_______                 | $_______                        |

| F) Contingencies             | $0                   | $N/A                        | $N/A                     | $N/A                            |

| G) Totals                    | $499,798             | $_______                    | $_______                 | $_______                        |

### FINANCING PROGRESS:

| H) OPWC Funds                | $499,798             | $_______                    | $_______                 | $_______                        |

| I) Local Share               |                      |                             |                          |                                 |
| 1) In-kind Contributions     | $0                   | $_______                    | $_______                 | $_______                        |
| 2) Public Revenues           | $0                   | $_______                    | $_______                 | $_______                        |
| 3) Private Revenues          | $0                   | $_______                    | $_______                 | $_______                        |

| K) Other Public Revenues     |                      |                             |                          |                                 |
| 1) ODOT                      | $0                   | $_______                    | $_______                 | $_______                        |
| 2) FmHA                      | $0                   | $_______                    | $_______                 | $_______                        |
| 3) OEPA                      | $0                   | $_______                    | $_______                 | $_______                        |
| 4) OWDA                      | $0                   | $_______                    | $_______                 | $_______                        |
| 5) CDBG                      | $0                   | $_______                    | $_______                 | $_______                        |
| 6) Other                     | $0                   | $_______                    | $_______                 | $_______                        |

| L) Total Local and Other Public Revenues | $0 | $_______ | $_______ | $_______ |

| M) Totals (H+L for each column) | $499,798 | $_______ | $_______ | $_______ |

[NOTE: Column totals for Line M must be equal to the column totals for Line G.]
# OPWC FUNDS DISBURSEMENT PROGRESS:

**Appendix E - Page 2**

Disbursement Request #________

Is this the final request for disbursement of OPWC funds? __________________________________________ YES NO

If the answer is YES, skip to the section entitled "FINAL DISBURSEMENT REQUEST and PROJECT COMPLETION REPORT".

**N)** Total project costs claimed as part of this draw (Total in G(3)) ....................................................................... $

**O)** Disbursement Ratio ................................................................................................................................. %

**P)** Amount of OPWC funds hereby requested for Disbursement (N x O) (Becomes H(3)) .............................................. $

### FINAL DISBURSEMENT REQUEST and PROJECT COMPLETION REPORT:

By completing this section the subdivision certifies that the project is completed and no additional invoices will be submitted to the OPWC.

**Q)** Total project costs (G(2) + G(3)) [if G(2) + G(3) > G(1) use the amount on G(1)] .............................................. $  

**R)** Subdivision Percentage Participation Level (if cost overrun, percentage does not apply) ................................................................. %  

**S)** Subdivision minimum dollar contribution (QxR) ............................................................................................... $  

**T)** Subdivision costs paid to date (Total in L(2)) ................................................................................................. $  

**U)** Total still owed toward Local Share (S-T) ........................................................................................................ $  

**V)** Total project costs claimed as part of this draw (Total in G(3)) ................................................................. $  

**W)** Total still owed toward Local Share (U) ........................................................................................................ $  

**X)** Amount of OPWC funds hereby requested for Disbursement (V-W) (Becomes H(3)) .............................................. $  

**NOTE:** Total in H(4) (sum of H(2) + H(3)) may not exceed total in H(1) (refer to instructions).

### PROJECT MANAGER CERTIFICATION:

I hereby certify that the work items invoiced and included herein are exclusively associated with the Project, have been completed in a satisfactory manner, and are otherwise in accord with the terms and conditions of the Agreement. This request reflects project completion at an estimated ______%.

Jonathan Moore/Public Service Director  
Date ( ) Phone ( )

### CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER CERTIFICATION:

Pursuant to Section 6(b) and 6(c) of the Agreement, the undersigned Chief Executive Officer and Chief Fiscal Officer of the Recipient, as both are designated in Appendix B of the Agreement, hereby request the Director to disburse financial assistance moneys made available to Project in Appendix C of the Agreement (inclusive of any amendment thereto) to the payee as identified below in the amount so indicated which amount equals the product of the Disbursement Ratio and the dollar value of the attached cost documentation which was properly billed to the Recipient in exclusive connection with the performance of the Project, or, in the case of a final disbursement request, the amount entered at Line V of this Appendix E. The undersigned further certify that:

1) Each item of project cost documentation attached hereto is properly payable by the OPWC in accordance with the terms and conditions of the Agreement, and none of the items for which payment is requested has formed the basis of any payment heretofore made from the OPWC;

2) Each item for which payment is requested hereunder is or was necessary in connection with the performance of the project;

3) In the event that any of the money disbursed to the Recipient pursuant to this request is to be used to pay Project costs based on an invoice submitted by a contractor of which the Recipient's share is yet to be paid, the Recipient shall expend such money to pay such contractor for the Project costs within twenty-four (24) hours after receipt thereof. Recipient shall hold such money uninvested pending payment to the contractor;

4) This statement and attachments hereto shall be conclusive as evidence of the facts and statements set forth herein and shall constitute full warrant, protection, and authority to the Director for any actions taken pursuant hereto; and

5) This document evidences the approval of the undersigned Chief Executive Officer and Chief Fiscal Officer of each payment hereby requested and authorized.

IN WITNESS WHEREOF, the undersigned have executed this Disbursement Request Form and Certification as of this ______ day of ______________________, 20_____.

Note: All signatures must be original and in color ink.

Terry Klein/Finance Director  
CFO Phone: ( ) -

Anna Sizemore/Municipal Manager
CONTRACTOR/VENDOR PAYEE IDENTIFICATION:

Set forth the appropriate portion(s) of this Disbursement Request amount (all or part of the amount from H(3)) that is to be paid to each of the contractors/vendors (or Subdivision) identified below, and as are supported through accompanying copies of invoices or other evidence of expense.

1) AMOUNT TO BE PAID CONTRACTOR/VENDOR BY the OPWC ........................................... $________
   PAYEE: ______________________________________________________________
   Address: ______________________________________________________________
   Phone: (_____)__________-____________
   Federal Tax ID #: __________________________________

2) AMOUNT TO BE PAID CONTRACTOR/VENDOR BY the OPWC ........................................... $________
   PAYEE: ______________________________________________________________
   Address: ______________________________________________________________
   Phone: (_____)__________-____________
   Federal Tax ID #: __________________________________

3) AMOUNT TO BE PAID CONTRACTOR/VENDOR BY the OPWC ........................................... $________
   PAYEE: ______________________________________________________________
   Address: ______________________________________________________________
   Phone: (_____)__________-____________
   Federal Tax ID #: __________________________________

4) AMOUNT TO BE PAID CONTRACTOR/VENDOR BY the OPWC ........................................... $________
   PAYEE: ______________________________________________________________
   Address: ______________________________________________________________
   Phone: (_____)__________-____________
   Federal Tax ID #: __________________________________

OPWC Use Only

Accounting: ____________ (initial) MBE: ____________ (initial)
Approval by: __________________________ Auditor: ____________ (initial) Other: ____________ (initial)
(signature)
SUBDIVISION NAME: Municipality of Germantown
OPWC CONTROL NO.: CD08P

PROJECT MANAGER: Jonathan Moore/Public Service Director
CHIEF EXECUTIVE OFFICER: Anna Sizemore/Municipal Manager
CHIEF FISCAL OFFICER: Terry Klein/Finance Director

PROJECT AMOUNT: $499,798
OPWC PERCENT: 100%
OPWC AMOUNT: $499,798
LOCAL PERCENT: %
LOCAL AMOUNT: $0

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<th>DATE</th>
<th>VENDOR</th>
<th>RTP Y/N</th>
<th>INVOICE AMT</th>
<th>TT INV TO DATE</th>
<th>LOCAL AMOUNT</th>
<th>LOCAL TO DATE</th>
<th>OPWC AMOUNT</th>
<th>OPWC TO DATE</th>
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Jul
y 1, 2012

Anna Sizemore
Municipal Manager
Municipality of Germantown
75 N. Walnut Street
Germantown, OH 45327-

Re: Project Number CD08P

Dear Ms. Sizemore:

Your request for financial assistance has been approved for the project entitled Cherry Street Improvement Project Phase 3 in the amount of $499,798. The enclosed Project Agreement defines your responsibilities in accepting this financial assistance. Please adhere to the following:

• Review the document carefully to be sure you understand your responsibilities and to check that it accurately describes and defines your project. If there are errors or information that needs to be revised please contact us. Changes to officers may also be noted in a transmittal letter.
• Do not separate the pages of the Agreement.
• Sign both copies of the Agreement and have your signature witnessed.
• Have the promissory note, Appendix C-2 of the Agreement, signed by the Chief Fiscal Officer.
• Return one copy of the Agreement to us and retain one for your records.
• Use the above referenced project number in your correspondence with our office as it will help expedite our ability to respond.

Do not proceed with construction or purchase of materials until the following has been completed:

• Return one executed copy of the Agreement.
• Prepare and forward a Request to Proceed to our office once bidding is complete.
• Receive a Notice to Proceed from us.

The Project Manager named in the Agreement will receive a separate mailing that explains how to prepare the Request to Proceed as well as how to comply with other program requirements including Equal Employment Opportunity, prevailing wage, and reporting of in-kind or force account contributions. This information is maintained on our web site at: http://www.pwc.state.oh.us/.

If you have questions please contact your Program Representative, Donna Kirkbride, at 614/644-1942.

Respectfully,

Michael Miller
Director

cc: District Committee
July 1, 2012

Anna Sizemore  
Municipal Manager  
Municipality of Germantown  
75 N. Walnut Street  
Germantown, OH 45327-

Re: Project Number CD08P

Dear Ms. Sizemore:

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- Do not separate the pages of the Agreement.
- Sign both copies of the Agreement and have your signature witnessed.
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The Project Manager named in the Agreement will receive a separate mailing that explains how to prepare the Request to Proceed as well as how to comply with other program requirements including Equal Employment Opportunity, prevailing wage, and reporting of in-kind or force account contributions. This information is maintained on our web site at: http://www.pwc.state.oh.us/.

If you have questions please contact your Program Representative, Donna Kirkbride, at 614/644-1942.

Respectfully,

Michael Miller  
Director  

cc: District Committee
July 1, 2012

Terry Klein
Finance Director
Municipality of Germantown
75 N. Walnut Street
Germantown, OH 45327-

SUBJECT: Notification of Project Approval
Project No.: CD08P
Project Name: Cherry Street Improvement Project Phase 3

Dear Mr. Klein:

Municipality of Germantown's request for financial assistance has been approved for the project listed above in the amount of $499,798. The project's Chief Executive Officer, Anna Sizemore, has been mailed the Agreement for review, execution and return to our office. You may view the Agreement on our web site at http://www.pwc.state.oh.us/.

As the Chief Fiscal Officer designated in the Project Agreement, your role in carrying out the project is important. The following information is available on our web site on the Chief Financial Officers Page (Financial Tab) to assist you.

• Instructions for the completion of Appendix E describe how to complete the Appendix E (disbursement form) that is attached to the Agreement. This three-page form must always contain original color-inked signatures of the three authorized authorities. If any of the authorities change we must be notified in writing. The disbursement process is also described in Section 6 of the Project Agreement entitled "Disbursements". Your local share of this project will be the percentage of actual costs approved by the Commission based on the Participation Percentages as defined in Section 1 of the Agreement.

• Auditor of State Technical Bulletin 2002-04 explains the accounting methods to be used for Commission funded projects.

• W-9 and Vendor Information forms are only required for those vendors who have not done business with the State of Ohio, and if you'll be requesting us to pay your vendors directly.

• A sample "Payment Confirmation letter" which will be mailed to you for all disbursements made for this project. Letters are mailed monthly during the third week for the prior month's activity. Review your letters carefully and advise us of any errors or omissions. Please note that for grant/loan combinations there will be a letter for funds disbursed under the grant number and a separate letter for funds disbursed under the loan. Grant funds are typically drawn on first but exceptions apply, especially if the loan serves as a portion of or all of the required local match.
For projects administered by the Ohio Department of Transportation (ODOT) there is a separate disbursement relationship between the Commission and ODOT. Our office provides ODOT with the Project Agreement which ODOT uses as a "letter of credit" in place of the local subdivision's actual cash payment or "escrow deposit". If your subdivision has already deposited funds to an escrow account with ODOT, they will refund the amount of funds offset by the Commission to the local subdivision.

To facilitate timely payments for this project your vendors are encouraged to enroll in the Ohio Shared Services' EFT Program. This program can reduce processing time by 2-3 business days in that disbursements are completed electronically to your vendor's bank account. The vendor may apply for EFT through our website's CFO Page (referenced above) which provides the link to Ohio Shared Services. Questions should be directed to them at 1.877.644.6771.

We will not make a disbursement to any vendor unless we have received and authorized a Request to Proceed. We recommend that you meet with your Project Manager to discuss the Request to Proceed, disbursement process, and your respective responsibilities.

If you have questions contact your Program Representative, Donna Kirkbride, at 614/644-1942. Please reference your project number when calling or writing to us in order to expedite service.

Respectfully,

Michael Miller
Director
July 1, 2012

Jonathan Moore
Public Service Director
Municipality of Germantown
75 N. Walnut Street
Germantown, OH 45327-

Project No.: CD08P
Project Name: Cherry Street Improvement Project Phase 3

Dear Mr. Moore:

Municipality of Germantown's request for financial assistance has been approved for the project listed above in the amount of $499,798. The project's Chief Executive Officer, Anna Sizemore, has been mailed the Agreement for review, execution and return to our office. You may view the Agreement on our web site at http://www.pwc.state.oh.us/.

As the Project Manager designated in the Project Agreement, your role in carrying out the project is important. The following information is available on our web site on the Project Managers page (Project Tab) to assist you.

- **OPWC and Equal Employment Opportunity** - Details on how to comply with the State's EEO requirements.

- **OPWC In-Kind Contributions Allowable Costs** - Information on how to document labor, equipment and materials.

- **Instructions for the completion of Appendix E** describe how to complete the Appendix E (disbursement form) that is attached to the Agreement. This three-page form must always contain original color-inked signatures of the three authorized authorities. If any of the authorities change we must be notified in writing. The disbursement process is also described in Section 6 of the Project Agreement entitled "Disbursements". Your local share of this project will be the percentage of actual costs approved by the Commission based on the Participation Percentages as defined in Section 1 of the Agreement.

- **Request to Proceed form and instructions**

- **Program Advisories**

For projects administered by the Ohio Department of Transportation (ODOT) there is a separate disbursement relationship between the Commission and ODOT. Our office provides ODOT with the Project Agreement which ODOT uses as a "letter of credit" in place of the local subdivision's actual cash payment or "escrow deposit". If your subdivision has already deposited funds to an escrow account with ODOT, they will refund the amount of funds offset by the Commission to the local subdivision.
To facilitate timely payments for this project your vendors are encouraged to enroll in the Ohio Shared Services' EFT Program. This program can reduce processing time by 2-3 business days in that disbursements are completed electronically to your vendor's bank account. The vendor may apply for EFT through our web site's CFO Page (referenced above) which provides the link to Ohio Shared Services. Questions should be directed to them at 1.877.644.6771.

We will not make a disbursement to any vendor unless we have received and authorized a Request to Proceed. We recommend that you meet with the Chief Financial Officer to discuss the Request to Proceed, disbursement process, and your respective responsibilities.

If you have questions contact your Program Representative, Donna Kirkbride, at 614/644-1942. Please reference your project number when calling or writing to us in order to expedite service.

Respectfully,

Michael Miller
Director
Re: Project Number CD08P

Dear Ms. Sizemore:

Your request for financial assistance in the form of a grant/loan has been approved for the project entitled Cherry Street Improvement Project Phase 3 in the amount of $499,798. Please note the following:

A. An Agreement will be released by the Commission on July 1, 2012, assuming budget authority is in place.

B. You must not award a construction contract or begin construction until our Agreement has been fully executed and returned.

C. You must not begin construction until you have forwarded a Request to Proceed for the contractor and received a Notice to Proceed in return.

D. You may initiate at your own risk engineering and design services.

E. You may advertise for bids providing: 1) you follow the contractual requirements as posted on our web site at http://www.pwc.state.oh.us/, and 2) you meet conditions B & C above.

The Project Manager, Jonathan Moore, as named in your application will receive a separate mailing detailing other program requirements, including Equal Employment Opportunity, prevailing wage rates, reporting in-kind contributions, and Requests to Proceed. This information is also provided on our web site noted above. Your Chief Fiscal Officer will also receive a mailing pertaining to project financial information.

If you have questions please contact your Program Representative, Donna Kirkbride, at 614/644-1942.

Respectfully,

Michael Miller
Director

cc: Jonathan Moore, Terry Klein
COPY of CEO Letter

Jonathan Moore  
Public Service Director  
Municipality of Germantown  
75 N. Walnut Street  
Germantown, OH 45327-

Re: Project Number CD08P

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If you have questions please contact your Program Representative, Donna Kirkbride, at 614/644-1942.

Respectfully,

Michael Miller  
Director  

cc: Jonathan Moore, Terry Klein
COPY of CEO Letter

Terry Klein
Finance Director
Municipality of Germantown
75 N. Walnut Street
Germantown, OH 45327-

Re: Project Number CD08P

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Respectfully,

Michael Miller
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cc: Jonathan Moore, Terry Klein