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 Administrator of the Ohio Small Government Capital Improvements Commission (hereinafter variously referred to as the "Administrator" or the "OSGCIC"), located at 65 East State Street, Suite 312, Columbus, Ohio 43215, and The Village of South Zanesville, Muskingum County (hereinafter referred to as the "Recipient"), located at 24 East Main Street, South Zanesville, OH 43701, in respect of the project named Sanitary Sewer Relining, and as described in Appendix A of this Agreement (hereinafter referred to as the "Project") to provide an amount not to exceed Seventy-Nine Thousand, One Hundred Sixty-Seven Dollars ($79,167) 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 : 119-73894

OPWC Grant Project Control No. CT43P
IN WITNESS WHEREOF, the parties hereto have executed this Agreement for Project # CT43P as of the date first written above.

RECIPIENT

Grantor

STATE OF OHIO,
Ohio Small Government Capital Improvements Commission

By: ____________________________________________
Linda S. Bailiff, Administrator

Ohio Public Works Commission
65 East State Street
Suite 312
Columbus, OH 43215

WITNESS

Recipient

Honorable T. Richard Guss, Mayor
The Village of South Zanesville
24 East Main Street
S. Zanesville, OH 43701-

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: Sanitary Sewer Relining

b) SPECIFIC LOCATION: The project is located along the railroad right-of-way between East Main Street and East LaSalle Street.

(Project Location Zip Code - 43701-)

c) PROJECT TYPE; MAJOR COMPONENTS: The project consists of cleaning and relining 1,013 linear feet of 8-inch diameter sanitary sewer pipes and the reinstatement of 8 branch line/service connections. See engineer's estimate in project application for approved bid items and quantities.

d) PHYSICAL DIMENSIONAL CHARACTERISTICS: 1,013 Linear Feet of 8-inch diameter sanitary sewer line 8 branch line/service connections.
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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</thead>
<tbody>
<tr>
<td>Final Design</td>
<td>06/01/2011</td>
<td>08/09/2011</td>
</tr>
<tr>
<td>Bidding Process</td>
<td>06/01/2012</td>
<td>07/15/2012</td>
</tr>
<tr>
<td>Construction</td>
<td>08/01/2012</td>
<td>12/31/2012</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 Administrator. However, the Recipient may apply to the Administrator 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 Administrator with a new start of construction date. The Administrator 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.) **Honorable T. Richard Guss/Mayor** to act as the Chief Executive Officer;

2.) **Chris Kerby/Fiscal Officer** to act as the Chief Fiscal Officer; and

3.) **Dan Wiseman/Village Administrator** to act as the Project Manager.

**NOTE:** Upon any change in such a designation, the Recipient shall immediately provide written notification to the OSGCIC.
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 OSGCIC 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 Seventy-Nine Thousand, One Hundred Sixty-Seven Dollars ($79,167). This financial assistance shall be provided in the form of a Grant. The OPWC Grant Control No. is CT43P.

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) **OSGCIC/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 26% percent of the total Project Cost. The OPWC participation percentage shall be 74% 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 $27,816
      iii) Local Private Revenues $0
      iv) Other Public Revenues:
         - ODOT $0
         - FmHA $0
         - OEPA $0
         - OWDA $0
         - CDBG $0
         - Other____________ $0
      SUBTOTAL $27,816

      v) OPWC Funds:
         - Grant $79,167
         - Loan $0
         - Loan Assistance $0
      SUBTOTAL $79,167

      TOTAL FINANCIAL RESOURCES $106,983

   b) **Project Estimated Costs:**
      i) Project Engineering Costs:
         - Preliminary Engineering $1,500
         - Final Design $1,000
         - Other Engineering Services $1,000
      ii) Acquisition Expenses:
         - Land $0
         - Right-of-Way $0
      iii) Construction Costs $94,075
      iv) Equipment Costs $0
      v) Other Direct Expenses $0
      vi) Contingencies $9,408
      TOTAL ESTIMATED COSTS $106,983
STATEMENT REQUESTING THE DISBURSEMENT OF FUNDS FROM THE OPWC PURSUANT TO SECTION 6 OF THE PROJECT AGREEMENT (the "Agreement") EXECUTED BETWEEN THE ADMINISTRATOR OF THE OHIO SMALL GOVERNMENT CAPITAL IMPROVEMENTS COMMISSION (the "Administrator") AND The Village of South Zanesville, (119-73894), Muskingum 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 Sanitary Sewer Relining, CT43P.

<table>
<thead>
<tr>
<th>EXPENDITURES PROGRESS:</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>A) Project Engineering Costs</td>
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<td>1) Preliminary Engineering</td>
<td>$1,500</td>
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<td>2) Final Design</td>
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<td>$________</td>
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<tr>
<td>3) Other Engineering Services</td>
<td>$1,000</td>
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<td>$________</td>
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<tr>
<td>B) Acquisition Expenses</td>
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<td>1) Land</td>
<td>$0</td>
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<td>$________</td>
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<tr>
<td>2) Right-of-Way</td>
<td>$0</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>C) Construction Costs</td>
<td>$94,075</td>
<td>$________</td>
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<td>$________</td>
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<tr>
<td>D) Equipment Costs</td>
<td>$0</td>
<td>$________</td>
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<td>$________</td>
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<td>E) Other Direct Expenses</td>
<td>$0</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>F) Contingencies</td>
<td>$9,408</td>
<td>$____N/A</td>
<td>$____N/A</td>
<td>$____N/A</td>
</tr>
<tr>
<td>G) Totals</td>
<td>$106,983</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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</tbody>
</table>

<table>
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<tr>
<th>FINANCING PROGRESS:</th>
<th>(1) AS PER AGREEMENT</th>
<th>(2) USED PRIOR TO THIS DRAW</th>
<th>(3) AS PART OF THIS DRAW</th>
<th>(4) USED TO DATE (Column 2 + 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H) OSGCIC Funds</td>
<td>$79,167</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>I) Local Share</td>
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<tr>
<td>1) In-kind Contributions</td>
<td>$0</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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<td>2) Public Revenues</td>
<td>$27,816</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>3) Private Revenues</td>
<td>$0</td>
<td>$________</td>
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<tr>
<td>K) Other Public Revenues</td>
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<td>1) ODOT</td>
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<td>2) FmHA</td>
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<td>3) OEPA</td>
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<td>4) OWDA</td>
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<td>5) CDBG</td>
<td>$0</td>
<td>$________</td>
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<tr>
<td>6) Other</td>
<td>$0</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>L) Total Local and Other Public Revenues</td>
<td>$27,816</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>M) Totals (H+L for each column)</td>
<td>$106,983</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
</tr>
</tbody>
</table>

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

Is this the final request for disbursement of OSGCIC 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 OSGCIC funds hereby requested for Disbursement (N x O) (Becomes H(3)) ____________

<table>
<thead>
<tr>
<th>FINAL DISBURSEMENT REQUEST and PROJECT COMPLETION REPORT:</th>
<th>Project Completion Date ____________ / / ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q) Total project costs (G(2) + G(3)) (if G(2) + G(3) &gt; G(1) use the amount on G(1)) $ ____________</td>
<td></td>
</tr>
<tr>
<td>R) Subdivision Percentage Participation Level (if cost overrun, percentage does not apply) ____________ 26%</td>
<td></td>
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<tr>
<td>S) Subdivision minimum dollar contribution (QxR) $ ____________</td>
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<tr>
<td>T) Subdivision costs paid to date (Total in L(2)) $ ____________</td>
<td></td>
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<tr>
<td>U) Total still owed toward Local Share (S-T) $ ____________</td>
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<tr>
<td>V) Total project costs claimed as part of this draw (Total in G(3)) $ ____________</td>
<td></td>
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<tr>
<td>W) Total still owed toward Local Share (U) $ ____________</td>
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<tr>
<td>X) Amount of OSGCIC funds hereby requested for Disbursement (V-W) (Becomes H(3)) $ ____________</td>
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<tr>
<td>Construction funds currently held in escrow by the subdivision and not reported on the previous page $ ____________</td>
<td></td>
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</tbody>
</table>

[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 ____________ %.

Date ____________ / ____________ / ____________

Dan Wiseman/Village Administrator

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 OSGCIC 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 OSGCIC;

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 ____________, ____________.

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

Chris Kerby/Fiscal Officer

CFO Phone: ( ____ ) - ____________

Honorable T. Richard Guss/Mayor
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: __________________________ (signature)  Auditor: __________________________ (initial)  Other: __________________________ (initial)

Date: / /
<table>
<thead>
<tr>
<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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</tbody>
</table>
July 1, 2012

Honorable T. Richard Guss
Mayor
The Village of South Zanesville
24 East Main Street
S. Zanesville, OH 43701-

Re: Project Number CT43P

Dear Mayor Guss:

Your request for financial assistance has been approved for the project entitled Sanitary Sewer Relining in the amount of $79,167. 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, Kim Killian, at 614/752-8118.

Respectfully,

Linda S. Bailiff
Administrator

cc: District Committee
July 1, 2012

Honorable T. Richard Guss
Mayor
The Village of South Zanesville
24 East Main Street
S. Zanesville, OH 43701-

Re: Project Number CT43P

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If you have questions please contact your Program Representative, Kim Killian, at 614/752-8118.

Respectfully,

Linda S. Bailiff
Administrator

cc: District Committee
July 1, 2012

Chris Kerby
Fiscal Officer
The Village of South Zanesville
24 East Main Street
S. Zanesville, OH 43701-

SUBJECT: Notification of Project Approval
Title: Sanitary Sewer Relining
Date: July 1, 2012

Dear Mr. Kerby:

The Village of South Zanesville's request for financial assistance has been approved for the project listed above in the amount of $79,167. The project's Chief Executive Officer, Honorable T. Richard Guss, 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 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 your Project Manager to discuss the Request to Proceed, disbursement process, and your respective responsibilities.

If you have questions you may contact your Program Representative, Kim Killian, at 614/752-8118. Please reference your project number when calling or writing to us in order to expedite service.

Respectfully,

Linda S. Bailiff
Administrator
July 1, 2012

Dan Wiseman  
Village Administrator  
The Village of South Zanesville  
24 East Main Street  
S. Zanesville, OH 43701-

Project No.: CT43P  
Project Name: Sanitary Sewer Relining

Dear Mr. Wiseman:

The Village of South Zanesville's request for financial assistance has been approved for the project listed above in the amount of $79,167. The project's Chief Executive Officer, Honorable T. Richard Guss, 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 you may contact your Program Representative, Kim Killian, at 614/752-8118. Please reference your project number when calling or writing to us in order to expedite service.

Respectfully,

Linda S. Bailiff  
Administrator
Honorable T. Richard Guss
Mayor
The Village of South Zanesville
24 East Main Street
S. Zanesville, OH 43701-

Re: Project Number CT43P

Dear Mayor Guss:

Your request for financial assistance in the form of a grant/loan has been approved for the project entitled Sanitary Sewer Relining in the amount of $79,167. 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, Dan Wiseman, 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, Kim Killian, at 614/752-8118.

Respectfully,

Linda S. Bailiff
Administrator

cc: Dan Wiseman, Chris Kerby
COPY of CEO Letter

Dan Wiseman
Village Administrator
The Village of South Zanesville
24 East Main Street
S. Zanesville, OH 43701-

Re: Project Number CT43P

Dear Mayor Guss:

Your request for financial assistance in the form of a grant/loan has been approved for the project entitled Sanitary Sewer Relining in the amount of $79,167. 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.

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If you have questions please contact your Program Representative, Kim Killian, at 614/752-8118.

Respectfully,

Linda S. Bailiff
Administrator

cc: Dan Wiseman, Chris Kerby
Chris Kerby  
Fiscal Officer  
The Village of South Zanesville  
24 East Main Street  
S. Zanesville, OH 43701-  

Re: Project Number CT43P  

Dear Mayor Guss:  

Your request for financial assistance in the form of a grant/loan has been approved for the project entitled Sanitary Sewer Relining in the amount of $79,167. 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.  

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If you have questions please contact your Program Representative, Kim Killian, at 614/752-8118.  

Respectfully,  

Linda S. Bailiff  
Administrator  

cc: Dan Wiseman, OHIO PUBLIC WORKS COMMISSION  
PROJECT GRANT AGREEMENT  
OHIO SMALL GOVERNMENT CAPITAL IMPROVEMENTS PROGRAM
Pursuant to Ohio Revised Code 164.05 and Ohio Administrative Code 164-1-21, this Project Agreement is entered into \textbf{FIELD(MONTH) FIELD(DAY), 20FIELD(YEAR)} by and between the State of Ohio, acting by and through the Administrator of the Ohio Small Government Capital Improvements Commission (hereinafter variously referred to as the "Administrator" or the "OSGCIC"), located at 65 East State Street, Suite 312, Columbus, Ohio 43215, and \textbf{FIELD(APPNAME), FIELD(County) County} (hereinafter referred to as the "Recipient"), located at \textbf{FIELD(APPADDR1),FIELD(APPCITY), FIELD(APPSTATE), FIELD(APPZIP)}, in respect of the project named \textbf{FIELD(PROJNAME)}, and as described in Appendix A of this Agreement (hereinafter referred to as the "Project") to provide an amount not to exceed \textbf{FIELD(AWARD_ALPH) Dollars ($FIELD(AWARD_NUM)$)} 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 :\textbf{FIELD(SUB_CODE)}  OPWC Grant Project Control No. \textbf{FIELD(PROJID)}
IN WITNESS WHEREOF, the parties hereto have executed this Agreement for Project # FIELD(PROJID) as of the date first written above.

RECIPIENT

_______________________________________

____________________________________________________________________

FIELD(CEOAME), FIELD(CEOTITLE)

FIELD(APPNAME)
FIELD(CEOADDR1)
FIELD(CEOADDR2)
FIELD(CEOCITY), FIELD(CEOSTATE)
FIELD(CEOZIP)

____________________________________________________________________

WITNESS

GRANTOR

STATE OF OHIO,
Ohio Small Government Capital Improvements Commission

By: ____________________________________________
Linda S. Bailiff, Administrator

Ohio Public Works Commission
65 East State Street
Suite 312
Columbus, OH  43215

____________________________________________________________________

WITNESS
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: FIELD(PROJNAME)

b) SPECIFIC LOCATION: FIELD(LOC_1)

(Project Location Zip Code - FIELD(PROJLOCZIP))

c) PROJECT TYPE; MAJOR COMPONENTS: FIELD(COMPONENTS)

d) PHYSICAL DIMENSIONAL CHARACTERISTICS: FIELD(DIMENSIONS)
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>
</tr>
</thead>
<tbody>
<tr>
<td>Final Design</td>
<td>FIELD(ENG_ST)</td>
<td>FIELD(ENG_CM)</td>
</tr>
<tr>
<td>Bidding Process</td>
<td>FIELD(BID_ST)</td>
<td>FIELD(BID_CM)</td>
</tr>
<tr>
<td>Construction</td>
<td>FIELD(CONST_ST)</td>
<td>FIELD(CONST_CM)</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 Administrator. However, the Recipient may apply to the Administrator 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 Administrator with a new start of construction date. The Administrator 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.) FIELD(CEONAME)/FIELD(CEOTITLE) to act as the Chief Executive Officer;

2.) FIELD(CFONAME)/FIELD(CFOTITLE) to act as the Chief Fiscal Officer; and

3.) FIELD(PMNAME)/FIELD(PMTITLE) to act as the Project Manager.

NOTE: Upon any change in such a designation, the Recipient shall immediately provide written notification to the OSGCIC.
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 OSGCIC 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 $FIELD(AWARD_ALPH) Dollars ($FIELD(AWARD_NUM)). This financial assistance shall be provided in the form of a Grant. The OPWC Grant Control No. is FIELD(PROJID).

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) **OSGCIC/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 $\text{FIELD(LOC_PRCNT)}\%$ percent of the total Project Cost. The OPWC participation percentage shall be $\text{FIELD(OPWC_PRCNT)}\%$ 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 $\text{FIELD(LOCAL_INK)}$
      ii) Local Public Revenues $\text{FIELD(LOCAL_PUB)}$
      iii) Local Private Revenues $\text{FIELD(LOCAL_PRI)}$
      iv) Other Public Revenues:
         - ODOT $\text{FIELD(ODOT)}$
         - FmHA $\text{FIELD(FMHA)}$
         - OEPA $\text{FIELD(OEPA)}$
         - OWDA $\text{FIELD(OWDA)}$
         - CDBG $\text{FIELD(CDBG)}$
         - Other $\text{FIELD(OTHER)}$
      SUBTOTAL $\text{FIELD(TOTLOCAL)}$

   v) OPWC Funds:
      - Grant $\text{FIELD(GRANT_AMT)}$
      - Loan $\text{FIELD(LOAN_A_AMT)}$
      SUBTOTAL $\text{FIELD(TOTOPWC)}$
   TOTAL FINANCIAL RESOURCES $\text{FIELD(TOTALL)}$

   b) **PROJECT ESTIMATED COSTS:**
      i) Project Engineering Costs:
         - Preliminary Engineering $\text{FIELD(PRELIM)}$
         - Final Design $\text{FIELD(FINAL)}$
      - Other Engineering Services $\text{FIELD(SUPERVISIO)}$
      ii) Acquisition Expenses:
         - Land $\text{FIELD(LAND)}$
         - Right-of-Way $\text{FIELD(ROW)}$
      iii) Construction Costs $\text{FIELD(CONST)}$
      iv) Equipment Costs $\text{FIELD(EQUIP)}$
      v) Other Direct Expenses $\text{FIELD(OTHER_DIR)}$
      vi) Contingencies $\text{FIELD(CONTINGENC)}$
   TOTAL ESTIMATED COSTS $\text{FIELD(TOTESTCOST)}$
**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 ADMINISTRATOR OF THE OHIO SMALL GOVERNMENT CAPITAL IMPROVEMENTS COMMISSION (the "Administrator") AND **FIELD(APPNAME), (FIELD(SUB_CODE)), FIELD(COUNTY) County** (the "Recipient"), DATED **FIELD(MONTH) FIELD(DAY), 20FIELD(YEAR)**, 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 **FIELD(PROJNAME), FIELD(PROJID)**.

### EXPENDITURES PROGRESS:

<table>
<thead>
<tr>
<th></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>A) Project Engineering Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Preliminary Engineering</td>
<td>$FIELD(PRELIM)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
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<tr>
<td>2) Final Design</td>
<td>$FIELD(FINAL)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>3) Other Engineering Services</td>
<td>$FIELD(SUPERVISIO)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>B) Acquisition Expenses</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>1) Land</td>
<td>$FIELD(LAND)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>2) Right-of-Way</td>
<td>$FIELD(ROW)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>C) Construction Costs</td>
<td>$FIELD(CONST)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>D) Equipment Costs</td>
<td>$FIELD(EQUIP)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>E) Other Direct Expenses</td>
<td>$FIELD(OTHER_DIR)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>F) Contingencies</td>
<td>$FIELD(CONTINGENC)</td>
<td>$N/A</td>
<td>$N/A</td>
<td>$N/A</td>
</tr>
<tr>
<td>G) Totals</td>
<td>$FIELD(TOTESTCOST)</td>
<td>$_______</td>
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<td>$_______</td>
</tr>
</tbody>
</table>

### FINANCING PROGRESS:

<table>
<thead>
<tr>
<th></th>
<th>(1) AS PER AGREEMENT</th>
<th>(2) USED PRIOR TO THIS DRAW</th>
<th>(3) AS PART OF THIS DRAW</th>
<th>(4) USED TO DATE (Column 2 + 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H) OSGCIC Funds</td>
<td>$FIELD(TOTOPWC)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>I) Local Share</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) In-kind Contributions</td>
<td>$FIELD(LOCAL_INK)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>2) Public Revenues</td>
<td>$FIELD(LOCAL_PUB)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>3) Private Revenues</td>
<td>$FIELD(LOCAL_PRI)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>K) Other Public Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) ODOT</td>
<td>$FIELD(ODOT)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>2) FmHA</td>
<td>$FIELD(FMHA)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>3) OEPA</td>
<td>$FIELD(OEPA)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
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<tr>
<td>4) OWDA</td>
<td>$FIELD(OWDA)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
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<tr>
<td>5) CDBG</td>
<td>$FIELD(CDBG)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>6) Other</td>
<td>$FIELD(OTHER)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>L) Total Local and Other Public Revenues</td>
<td>$FIELD(TOTLOCAL)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>M) Totals (H+L for each column)</td>
<td>$FIELD(TOTTOTAL)</td>
<td>$_______</td>
<td>$_______</td>
<td>$_______</td>
</tr>
</tbody>
</table>

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

Disbursement Request #_______

**FINAL DISBURSEMENT REQUEST and PROJECT COMPLETION REPORT:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Total project costs claimed as part of this draw (Total in G(3))</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Disbursement Ratio</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Amount of OSGCIC funds hereby requested for Disbursement (N x O) (Becomes H(3))</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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 \((G(2) + G(3))\) \([if \ G(2) + \ G(3) \geq \ G(1) \use the amount on G(1)]\) $  
R) Subdivision Percentage Participation Level \(\text{(if cost overrun, percentage does not apply)}\) $  
S) Subdivision minimum dollar contribution \((Q \times R)\) $  
T) Subdivision costs paid to date \((\text{Total in L(2)})\) $  
U) Total still owed toward Local Share \((S - T)\) $  
V) Total project costs claimed as part of this draw \((\text{Total in G(3)})\) $  
W) Total still owed toward Local Share \((U)\) $  
X) Amount of OSGCIC funds hereby requested for Disbursement \((V - W)\) (Becomes \(H(3))\) $  

CONSTRUCTION FUNDS CURRENTLY HELD IN ESCROW BY THE SUBDIVISION AND NOT REPORTED ON THE PREVIOUS PAGE $  

[NOTE: Total in \(H(4)\) \((\text{sum of H(2) + H(3)})\) may not exceed total in \(H(1)\) \(\text{(refer to instructions).}\)]

**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 _____%.

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 \(\text{(inclusive of any amendment thereto)}\) 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 OSGCIC 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 OSGCIC;

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 documentation 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.
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)
Date: __/__/____
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Re: Project Number FIELD(PROJID)

Dear FIELD(CEOSAL):

Your request for financial assistance has been approved for the project entitled FIELD(PROJNAME) in the amount of $FIELD(TOTOPWC). 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, FIELD(REPNAME), at FIELD(REPPHONE).

Respectfully,

Linda S. Bailiff
Administrator

cc: District Committee
Re: Project Number FIELD(PROJID)

Dear FIELD(CEOSAL):

Your request for financial assistance has been approved for the project entitled FIELD(PROJNAME) in the amount of $FIELD(TOTOPWC). 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.
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If you have questions please contact your Program Representative, FIELD(REPNAME), at FIELD(REPPHONE).

Respectfully,

Linda S. Bailiff
Administrator

cc: District Committee
Dear FIELD(CFOSAL):

FIELD(APPNAME)'s request for financial assistance has been approved for the project listed above in the amount of $FIELD(TOTOPWC). The project's Chief Executive Officer, FIELD(CEONAME), 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 you may contact your Program Representative, [REPNAMEx], at [REPHONE]. Please reference your project number when calling or writing to us in order to expedite service.

Respectfully,

Linda S. Bailiff
Administrator
FIELD(MONTH) FIELD(DAY), 20FIELD(YEAR)

FIELD(PMNAME)
FIELD(PMTITLE)
FIELD(APPNAME)
FIELD(PMADDR1) FIELD(PMADDR2)
FIELD(PMCITY), FIELD(PMSTATE) FIELD(PMZIP)

Project No.: FIELD(PROJID)
Project Name: FIELD(PROJNAME)

Dear FIELD(PMSAL):

FIELD(APPNAME)'s request for financial assistance has been approved for the project listed above in the amount of $FIELD(TOTOPWC). The project's Chief Executive Officer, FIELD(CEONAME), 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.
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If you have questions you may contact your Program Representative, [REPNAME], at [REPPHONE]. Please reference your project number when calling or writing to us in order to expedite service.

Respectfully,

Linda S. Bailiff
Administrator
Re: Project Number FIELD(PROJID)

Dear FIELD(CEOSAL):

Your request for financial assistance in the form of a grant/loan has been approved for the project entitled FIELD(PROJNAME) in the amount of $FIELD(TOTOPWC). Please note the following:

A. An Agreement will be released by the Commission on July 1, 20FIELD(YEAR), 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, FIELD(PMNAME), 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, FIELD(REPNAME), at FIELD(REPPHONE).

Respectfully,

Linda S. Bailiff
Administrator

cc: FIELD(PMNAME), FIELD(CFONAME)
Re: Project Number FIELD(PROJID)

Dear FIELD(CEOSAL):

Your request for financial assistance in the form of a grant/loan has been approved for the project entitled FIELD(PROJNAME) in the amount of $FIELD(TOTOPWC). Please note the following:

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Linda S. Bailiff
Administrator

cc: FIELD(PMNAME), FIELD(CFONAME)