

Project Agreements Released July 1st

Two copies mailed; sign, witness, and return **one original copy** of fully executed agreement within 45 days.

If Loan Agreement:

Mail or email signed Promissory Note to Loan Officer

Mail to:

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

Changes to Project Agreement

Changes can be noted via letter from your community attached to project agreement **OR** via email to your program representative.

Changes include:

Project Official changes
Slight Schedule changes

A new project agreement will **not be reissued** for simple changes. We will notate the file and only contact you with any issues.

Request to Proceed

After returning the original signed Project Agreement:

Submit your Request to Proceed when ready to award the project ([link](#))

OPWC issues a Notice to Proceed allowing you to begin construction

One RTP is needed for any vendor OPWC pays directly.

Check RTP status on web. ([link](#))

Disburse Funds

To request disbursements, fill out the **3-page Appendix E** found in the back of the project agreement.

Include detailed invoices.

Proof of payment is required for reimbursement.

Check Payment status on web. ([link](#))