

OPWC Project Administration

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
Minor 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.

Vendor Approval

After returning the original signed Project Agreement:

Submit your Vendor Approval Form when ready to award the project [LINK](#)

OPWC issues Approval allowing you to begin construction

Vendor Approval is required for any vendor that we pay directly

Check Vendor Approval status on web. [LINK](#)

Disburse Funds

To request disbursements, fill out the **3-page Appendix E** found in the back of the project agreement. A blank form for completion is also available on the Financial Tab of our website under "Appendix E Template".

Include detailed invoices.

Proof of payment is required for reimbursement.

Check Payment Status on web. [LINK](#)

OPWC CONTACT INFORMATION

Linda.Bailiff@pwc.state.oh.us

Abbey.DeHart@pwc.state.oh.us

Donna.Kirkbride@pwc.state.oh.us

Jennifer.Kline@pwc.state.oh.us