

APPLICATION CHECKLIST

Please use the following Essential Elements Checklist to determine if all required elements of your application are in place.

Application submission: OPWC Workwise Portal and One (1) hard copy of application submitted to Buckeye Hills.

☐ **OPWC Application** Pages 1-6 completed

Required Attachments for ALL PROJECTS

- ☐ Attachment A Correct Supplemental Sheet for Your Project
- ☐ Attachment B Certified Engineer's Cost Estimate/Statement of Useful Life
- ☐ Attachment C Authorization Legislation Designating Official
- ☐ Attachment D Chief Financial Officer's Certification of Funds
- ☐ Attachment E Project Location Map

Additional Attachments Required for LOAN PROJECTS

- ☐ Attachment F Method of Repayment Letter

Additional Attachments Required for WATER & SEWER PROJECTS

- ☐ Attachment G Legislation Authorizing Current Water & Sewer Rates
- ☐ Attachment H Health & Safety Documentation
- ☐ Attachment I Permit-To-Install

Additional Attachments to be included if relevant to your project

- ☐ Attachment J Farmland Preservation Letter
- ☐ Attachment K Cooperation Agreement
- ☐ Attachment L Amortization Schedule
- ☐ Attachment M Other Supporting Documentation