

District 13 Natural Resources Assistance Council (NRAC)
Clean Ohio Conservation Program Application
ATTACHMENTS/COMPLETENESS REVIEW

BE CERTAIN EACH OF THE ITEMS LISTED BELOW IS ATTACHED TO YOUR APPLICATION. THE DISTRICT 13 NRAC REQUIRES THAT ALL SIGNED DOCUMENTS SUBMITTED INCLUDE THE ORIGINAL SIGNATURE. YOUR APPLICATION MAY BE DELAYED OR REJECTED IF THE INFORMATION IS OMITTED OR INCOMPLETE.

- One original application packet and eleven copies for submission to the District 13 NRAC.
- A certified copy of the authorization by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts with the commission. This individual should sign the application under section 6.0, Applicant Certification.
- A certification signed by the applicant's chief financial officer stating all local share funds required for the project will be available on or before the dates listed in the application under section 3.0, Project Schedule.
- A formal detailed estimate of the project's costs provided by an architect, landscape architect, or other professional, as indicated in Section 1.0 (c.), Project Financial Information. For land acquisition, an appraisal by a State-certified general real estate appraiser, as defined under ORC 4763 for the type of land being appraised will need to be submitted to Ohio Public Works Commission prior to closing.
- A cooperation agreement, (if the project involves more than entity) which identifies the fiscal and administrative responsibilities of each participant.
- Resolution of Support [please refer to Section 164.23(B)(1) of the *Ohio Revised Code* for guidance].
- Identification of any participation by state agencies that may have expertise regarding the particular project and that may provide assistance with respect to the project.
- Information concerning coordination of the project among local political subdivisions, state agencies, federal agencies, community organizations, conservation organizations, and local business groups.
- Provide supporting documentation, which would include materials such as additional project description, photographs, and/or other information to assist the District 13 NRAC in ranking your project.
- Include a letter of commitment from the land owner(s) with an estimated cost, if possible, or a letter of intent to sell, or provide a copy of the perpetual easement document.
- Include a conceptual site development plan. If appropriate, address storm water retention elements in the plan.
- Application should include the project location identified on a U.S.G.S. 7.5' topographic quadrangle map.
- Have you reviewed the District 13 NRAC's scoring methodology to see that you have addressed all components within your application? (Do not attach a copy of the methodology to your application.)