

## 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) electronic copy of application submitted to the respective County Subcommittee.

- OPWC Application Pages 1-6 completed Required Attachments for ALL PROJECTS
- A completed self-score District 5 PY39 FY26 Questionnaire and Scoring Methodology
- A completed self-score District 5 PY 39/FY26 Priority Rating Sheet
- 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 Cooperative Agreements between all participation jurisdictions
- Attachment N Other Supporting Documentation

- **Attachment O** For Townships and Municipalities under 5,000 in population it is mandatory to complete the Small Government Scoring Methodology and provide all required supporting documentation to support your self-scoring of the application.