**APPLICATION CHECKLIST**

Please use the following Essential Elements Checklist to determine if all required elements of your application are in place. Application submission: OPWC Workswise 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 PY38 FY25 Questionnaire and Scoring Methodology
* A completed self-score District 5 PY 38/FY25 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