



Wood County Engineer

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MEMO TO: All Township Fiscal Officers,
Village Clerks and Fiscal Officers,
City Administrators,
Northwestern Water and Sewer District

RE: Ohio Public Works
Round 31 Application Submittal

FROM: Raymond A. Huber, P.E., P.S.
Wood County Engineer

DATE: August 30, 2016

1. The District 5 Integrating Committee has set **Friday, September 9, 2015 – 4:30 p.m.** as the deadline for submitting Round 31 SCIP/LTIP applications to the Wood County Engineer's Office.
2. The sub-committee will consider whether or not to accept late applications.
3. Provide a phone number, the direct line for the organization's representative on the project, and their email address on the Page 1 of the application.
4. Submit a complete application including financial certifications, resolutions, all supporting documentation, and the Capital Improvement Questionnaire. See Page 6 of the application for the complete checklist and the order in which documents should be submitted.
5. It is the responsibility of the preparer to insure completeness of the application. Wood County is not responsible for errors or omissions.
6. The application and questionnaire shall be signed in blue ink.
7. If any signatures are needed from Ray Huber - for the application you are preparing, it is imperative that you get those pages to the Engineer's Office – **before** September 9th and before the pages are duplicated.
8. Do not staple or bind the application. You may use paperclips or binder clips.
9. One (1) signed original application packet, three (3) copies of the original, and an electronic submittal is required. Submit applications in a **read-only pdf**. You may email the electronic copy of your application to Nancy at ndennis@co.wood.oh.us. If you are unable to send an email, a cd is sufficient; however, an email is preferred.
10. If you have a consultant preparing your application, please see that they get a copy of this notification.
11. An application and the questionnaire can be obtained from the Ohio Public Works website www.pwc.state.oh.us or the Wood County Engineer's website www.engineer.co.wood.oh.us.

If you have any questions, pertaining to this memo, please call Nancy at 419-354-9060.

/nd

c: Sub-Committee Members
Tim Murphy, Project Manager Roads
Joan Cherry, Project Manager Bridges
File