



Delaware, Fairfield, Knox,  
Licking, Morrow, Pickaway  
Counties

# Ohio Public Works Commission

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## 10 Item Narrative Guidelines

The following ten items must be addressed in narrative form and submitted with an application for funding assistance. Please be sure to include all applicable information. This narrative is in conjunction with the Scoring Methodology.

1. Address the infrastructure repair/replacement needs of the District. How does the project impact the infrastructure repair/replacement needs of the District? If this is entirely new infrastructure, please show as “N/A”.
2. Address the age and condition of the system to be repaired or replaced. (See the District Methodology Guide for specific instructions and the list of condition definitions).
3. Discuss whether the project would generate revenue in the form of user fees or assessments.
4. Discuss the importance of the project to the health and safety of citizens of the District. For example, have there been EPA mandates or has the road had a high number of accidents? If there is a danger posed to the public should this not be awarded funding, please describe in what way.
5. Discuss the cost of the project and whether it is consistent with Ohio Revised Code section 164.05(G) and the District’s allocation for grants, loans, and local debt support and credit enhancement for the year.
6. Discuss the effort and ability of the benefitted local subdivision to assist in financing the project. If the application is being submitted as a partnership, be sure to provide information about the partnership structure and commitments within this #6.
7. Discuss the availability of federal or other funds for the project.

8. Discuss the overall economic health of the particular local subdivision. Be sure to provide the applicants Median Household Income (MHI) within the #8. The MHI shall be based on the 2020 Census data (link provided on the District 17 web page).
9. Discuss the adequacy of planning for the project and the readiness of the applicant to proceed should the project be approved. This narrative should be consistent with the project schedule provided within the application.
10. Discuss any other factors relevant to a particular project. Be sure to identify the priority of applications if two applications are being submitted for one applicant.

Please contact the District 17 Liaison with any questions.