

**District Public Works Integrating Committee (DPWIC) Guide
Ohio Job Ready Sites (JRS) Program**

The purpose of this guide is to provide each DPWIC Chair/Liaison a list of important actions and information for the JRS fiscal year 2010 and 2011 combined funding round.

1. Applications are due in paper hard copy no later than **4:00 PM on April 1, 2010** to the DPWIC in whose jurisdiction the eligible project is located. If the site improvement project is located in more than one district, the application is filed with the DPWIC having the greatest portion of the site improvement project.
2. Upon submitting an application to the DPWIC, the *eligible applicant* will notify the Ohio Department of Development staff in writing. Such notification shall be made using the form developed by the Ohio Department of Development and included in the application materials. *No action is required by the DPWIC (this step is for information purposes only).*
3. Each respective DPWIC will review and evaluate all submitted applications as to the following (*See the DPWIC Scoring Sheet for further detail*):
 - Application completeness and timeliness of submission
 - Size of site and plans to sub-divide
 - Local match
 - Site's attractiveness, as of time of application
4. Each DPWIC should notify an eligible applicant in writing if the application is incomplete or does not meet the requirements for participation in the JRS Program. The letter must include a due date by which eligible applicants may re-submit any corrected materials. The eligible applicant may correct the identified deficiencies and re-submit its application materials to the respective DPWIC by the due date. Failure by an eligible applicant to re-submit its corrected materials by the due date may result in the eligible applicant being disqualified from participating in the program.
5. Each DPWIC may select up to six applications to forward to the Ohio Department of Development for further evaluation. Each application selected will be prioritized from 1st to 6th place. Place rankings will receive appropriate scoring weights during the Ohio Department of Development evaluation.

6. Each DPWIC will submit **ONLY ONE** scoring sheet per application to the Ohio Department of Development. The scoring sheet will represent the committee's consensus of each project.
7. Each DPWIC will submit **THREE** original hard copies and **ONE** electronic copy on CD/DVD-ROM for each of the six prioritized applications.
8. Each DPWIC will submit **ONLY ONE** hard copy and **ONE** electronic copy on CD/DVD-ROM of the remaining unranked applications. The related scoring sheet addressed in #6 must also be included.
9. Each DPWIC will have a designated time in which to submit their district's applications to the Ohio Department of Development. This will assist the Ohio Department of Development staff in properly receiving each district's materials. The schedule will be as follows:

| May 3, 2010 | DPWIC # |
|-------------------|----------------------------|
| 9:00 to 10:00 AM | Districts 16, 17, 18 |
| 10:00 to 11:00 AM | Districts 04, 13, 14 |
| 11:00 to 12:00 PM | Districts 01, 05, 12 |
| LUNCH | |
| 12:30 to 1:30 PM | Districts 06, 07, 09 |
| 1:30 to 2:30 PM | Districts 08, 15, 19 |
| 2:30 to 3:30 PM | Districts 02, 10, 11 |
| 3:30 to 4:30 PM | District 03 |

Please notify the Ohio Department of Development as soon as possible if the designated time slot will not work for the DPWIC. We will make efforts to redefine a workable time period.

10. Each DPWIC has the opportunity to recover, in whole or in part, costs incurred in assisting the Ohio Department of Development in the receipt, processing and scoring of submitted competitive JRS Program applications. Funds are available to each DPWIC during fiscal year 2010 of the program to recoup overhead and administrative costs incurred

relative to the JRS Program, including without limitation time expended to review applications, copies, supplies, and travel¹ for JRS Program-related functions. The specific use of funds is left to the discretion of each DPWIC.

11. Funds are to be made available from the fiscal year 2010 JRS Development Operating Fund in the manner set forth below:
 - The Ohio Department of Development shall disburse to each DPWIC an amount not to exceed \$4,000.
 - If a DPWIC receives, reviews, and scores one or more applications, the Ohio Department of Development shall disburse to that DPWIC an additional amount to not exceed \$1,000 for that combined funding round.
12. Funds are to be made available upon execution of a memorandum of understanding (MOU) between the Ohio Department of Development and each DPWIC and subsequent receipt of proper invoices and documentation. A MOU shall be entered into for each applicable funding round and shall detail the terms under which the payment of funds may be made.
13. Each DPWIC shall submit a written request for the amount of funds to which it believes it is entitled for the applicable funding round, together with any necessary documentation. Such requests may be submitted to the Ohio Department of Development on or after the date the JRS applications are due from the DPWIC to the Department. Each DPWIC shall be responsible for keeping records in a manner consistent with generally accepted accounting principles as related to funds paid under this section.
14. Upon receipt of a written request for payment, the Ohio Department of Development will verify the request and all documentation and issue payment of funds to the DPWIC.

¹ Travel costs shall follow the State of Ohio's travel reimbursement policies. The policy can be view at <http://obm.ohio.gov/MiscPages/TravelRule/>.