

**CLEAN OHIO CONSERVATION FUND  
OHIO PUBLIC WORKS COMMISSION - DISTRICT FOUR  
NATURAL RESOURCES ASSISTANCE COUNCIL  
SUPPLEMENTAL INSTRUCTIONS**

All applications will be submitted to the District 4 Natural Resources Assistance Council (NRAC) using the Ohio Public Works Commission (OPWC) application forms.

**Projects shall incorporate aesthetically pleasing and ecologically informed design including sensitivity to the terrain, natural resources and heritage of the property.**

**Any proposed improvements must be on the parcel being acquired. The cost of improvements should not exceed the value of the property being acquired.**

A District 4 NRAC Scoring Methodology has been included; which must be completed for, and attached to, **each** application along with all supporting documentation.

The application assembly is as follows:

1. The application form with pages in numerical order with appropriate information included as outlined in O.R.C. Section 164.23 (enclosed in application packet). If multiple applications are submitted by an agency, they should be prioritized with a priority number placed in the upper left hand corner of page one of the application. Number all subsequent pages (Scoring methodology, agreements, certifications, estimates, etc.) beginning with page number seven.
2. The Scoring Methodology Form (with all relevant supporting documentation).
3. Copies of participating agreements.
4. A certification of availability of funds for the local fund match.
5. A detailed certified estimate for improvements (if applicable) and/or an estimate of fair market value or an appraisal (for property acquisition) must be attached. Estimates for improvements must separately show non-eligible cost items.
6. Include supplemental information, photos, a project area map, etc. that will aid in the evaluation of the application.
7. Include a statement of project management experience of similar or related projects. List projects and date completed.

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**The Following Information Applies to the Application  
and Supplements the OPWC Instructions:**

1. An original and one digital copy on CD or DVD of each application are to be submitted to District 4. Some examples of acceptable digital formats include Microsoft Word, Microsoft Excel, Adobe PDF, and tiff. Questions about the digital copy requirement should be directed to the District Four Liaison. **All Submittals are due by 4:30 pm on Friday, November 21, 2008.**
2. The Code Number on the application is a number assigned to the applicant by OPWC. A list for District 4 jurisdictions & organizations currently assigned numbers is available from OPWC. A qualifying organization not yet assigned a number may call OPWC (614-466-0880) for a number.
3. In the column headed In Kind, place work to be performed by your own employees. This could also include donated land, services and/or materials and volunteer labor. This should be supported by an architect's or engineer's estimate in compliance with the Ohio Revised Code.