

# REQUEST TO PROCEED

## GENERAL INFORMATION

1. **A NOTICE TO PROCEED** is required for all project prime contractors, title insurance companies, or for the direct procurement of materials, supplies, or services, including engineering, initiated by the applicant. **Work on this project must not begin until the applicant has received an approved Notice to Proceed from the OPWC.**
2. This form will be used by the **OPWC** to establish a vendor as an “authorized” vendor for this project in the State’s accounting system. No disbursements can be made until this form is completed and approved by the **OPWC** in advance of a disbursement request. Any new vendors, or changes in vendor name or federal tax identification must complete IRS form W-9.
3. Land acquisition and construction/enhancements shall not start on this project until the OPWC has issued an approved written **NOTICE TO PROCEED.**

## INSTRUCTIONS

- I. For those projects involving construction or enhancement, this section applies. If your project is located in a 100 year flood plain, attach a Local Flood Plain Permit or a letter from the Ohio Department of Natural Resources, stating the requirements of the National Flood Insurance Program have been met. If your project is not located in a 100 year flood plain, please mark "**NO**", and proceed to the next section. Questions regarding **FLOOD DAMAGE REDUCTION STANDARDS** should be directed to the Ohio Department of Natural Resources, Division of Water, 1939 Fountain Square, Columbus, Ohio, 43224, (614) 265-6717.
- II. For Land Acquisition, you must attach your proposed deed restrictions, a copy of the Purchase Contract, a copy of the signed escrow agreement (Appendix F of the Project Agreement) between the Title Insurance Company and the applicant, a copy of a marketable title, and a copy of the appraisal. **If using the reimbursement option for funds disbursement an escrow agreement is not needed.**
- III. If any portion of the project will be completed by the applicant's own work force, attach a detailed cost estimate, and enter the dollar amount of force account work for all estimate(s) attached. The estimate should be based on the projected employee's rate of pay, and estimated equipment usage. Refer to the "Ohio Public Works Commission In-Kind Contributions Policy" for details. Force Account expenses can not exceed the original estimate unless approved by the **OPWC**. Construction by Force Account can not exceed that allowed by the Ohio Revised Code. List the applicant’s Federal Tax Identification Number.
- IV. If you need to request a change in your Project Schedule, Land Acquisition Date, Local Official(s), or Other, general changes to your Project Agreement, attach a summary of requested changes. All requested changes require **OPWC** approval.
- V. Vendor Designation:
  - a. Check the box describing the vendor.
  - b. Please enter the date you expect to begin work and the total contract amount. (For construction and enhancement projects only).
  - c. Please be sure the vendor’s Federal Tax Identification Number and Phone Number are entered and are correct.
  - d. If vendor is a Title Insurance Company, provide the estimated closing date.
  - e. If this request to proceed is for Land Acquisition, the “Vendor Designation” depends upon the method used by the recipient to obtain funds.
    - I. For the “Pre-Closing Option” the “Vendor” is normally a title insurance company/agent.
    - II. For the “Reimbursement Option” the “Vendor” is the applicant.

VI The **Request to Proceed** and **Request for Change** must be signed by the Chief Executive Officer or designated agent in your project agreement.