



The Ohio Public Works Commission
65 East State Street, Suite 312, Columbus, Ohio 43215-4213

Commission Chair Michael Keenan *Director* Michael Miller
Commissioners Patrick Ginnetti G. Courtney Haning Thomas Hitchcock
Randy Riley Tom Waniewski William Woodard

July 1, 2016

Hon. Charles Wise
Mayor
The Village of Ashville
200 Station Street East
Ashville, OH 43103

Re: Project No. CQ39T

Dear Mayor Wise:

Your request for financial assistance has been approved for the project entitled Water Resource Recovery Facility Improve in the amount of \$500,000. The enclosed Project Agreement defines your responsibilities in accepting this financial assistance. Please adhere to the following:

- Review the document carefully to be sure you understand your responsibilities and to check that it accurately describes your project. If there are errors or information please contact us.
- Changes to officers may be noted in a transmittal letter.
- Do not separate the pages of the Agreement.
- Sign both copies of the Agreement and have your signature witnessed.
- Return one copy of the Agreement to us and retain one for your records.
- Use the above referenced project number in your correspondence with our office as it will help expedite our ability to respond.

Do not proceed with construction or purchase of materials until the following has been completed:

- Return one executed copy of the Agreement.
- Prepare and forward a Request to Proceed to our office once bidding is complete.
- Receive a Notice to Proceed from us.

The Project Manager named in the Agreement will receive a separate mailing pertaining to our program requirements detailed on our web site at <http://www.pwc.state.oh.us/> including the Request to Proceed, contractual requirements for bid documents, and reporting of in-kind or force account contributions.

If you have questions, please contact your Program Representative, Abbey DeHart, at 614/728-2466.

Respectfully,

Michael Miller
Director

cc: District Committee