

**OHIO WATER DEVELOPMENT AUTHORITY**  
**CHECKLIST OF DOCUMENTS REQUIRED FOR OWDA**  
**APPROVAL OF COOPERATIVE FINANCING AGREEMENT**

EMPLOYER  
IDENTIFICATION  
NUMBER

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NAME OF LGA (APPLICANT)

1.     \_\_\_\_\_     Complete General Certificate together with its required attachments:
2.     \_\_\_\_\_     Certified copy of Legislation authorizing the LGA to enter into a Cooperative Agreement with OWDA, together with certified copy of minutes evidencing the passage thereof.
3.     \_\_\_\_\_     Four (4) copies of Cooperative Agreement, each having a brief project description attached and marked as "Exhibit A" and each executed by an authorized LGA official and, when required, by LGA legal officer. (Individually signed)
4.     \_\_\_\_\_     Certified copy of Legislation authorizing current rates and / or tap-in fees, together with certified copy of minutes evidencing the passage thereof.
5.     \_\_\_\_\_     Projection Schedule covering the term of years in Cooperative Agreement.
6.     \_\_\_\_\_     If LGA expects to levy special assessments to pay all or a portion of the OWDA loan payments, a certified statement from the LGA's legal officer stating the status of the assessment proceedings, to which there shall be appended certified copies of all resolutions or ordinances adopted and of all notices given or published with respect to those special assessments.
7.     \_\_\_\_\_     A copy of this Checklist appropriately marked to indicate documents submitted to OWDA and signed by responsible local officer.
8.     \_\_\_\_\_     Copy of the Engineering Agreement for Planning Loan.
9.     \_\_\_\_\_     Copy of Consent Order (if applicable) or status if one is pending.

10. \_\_\_\_\_ If LGA is a regional water and sewer district, a certified copy of the final court order declaring the district to be organized, together with other required organization documents (e.g., notice of public meeting held prior to filing of organization petition, minutes of that meeting, preliminary study of reasons for establishing district, and any court-ordered feasibility studies).
11. \_\_\_\_\_ Four page LGA Financial Information Form including copies of the last three year annual reports.
12. \_\_\_\_\_ Legal procedural letter signed by the Solicitor or Law Director.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date