



Ohio & Erie Canalway Strategic Initiative Program 2022 Fund Application

Cover Letter

Project Title _____
Contact Name _____
Organization _____
Mailing Address _____

Phone _____ Fax _____
Email _____

Please review the following checklist to ensure you have completed the required application steps and that the proper documentation has been filled out correctly and completely. The Ohio & Erie Canalway will not accept incomplete or late applications.

You will need to submit two hard copies of Cover Letter and Fund Application. In addition, you are required to submit one electronic copy (in Word doc. Form) of the "2022 Fund Application" form. Any additional attachments provided in electronic form are also welcome.

- Contacted George Ebey if you have questions concerning the application:
1-330-374-5657/ gebey@ohioericanal.org
- Review Program Overview and Requirements
- Submit Cover Letter
- 2022 Fund Application
- Environmental Screening Form
- Project can be completed by September 2023
- Note* Funding is contingent on our federal appropriations

Please review and initial the following items, indicating that you understand and agree to comply with the requirements below

	Projects involving construction, improvement to real property, or design/engineering planning for construction or improvement, require compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA). Compliance must be completed prior to the release of funds. You must fill out Appendix D to begin NEPA compliance.
	Plans and specifications for construction projects must be submitted prior to drawing down grant monies and are required to have the licensure stamp of a professional engineer or architect
	If funds are awarded, a signed Memorandum of Understanding (MOU) between the Ohio & Erie Canalway and the applicant regarding the disbursement schedule and the work to be performed must be submitted. The Ohio & Erie Canalway will provide this document. Failure to submit this document within 30 calendar days of your initial Fund Award meeting may result in the Ohio & Erie Canalway rescinding your award.
	The MOU must contain a Strategic Initiative Award Information Form (SIAIF), which shall contain the final project budget. The format of the SIAIF will be provided by the Ohio & Erie Canalway. Failure to submit this document within 30 days of your initial Fund Award meeting may result in the Ohio & Erie Canalway rescinding your award.
	Progress reports must be submitted each month. The one-sheet report document will be provided to you along with a reminder and completion date.
	Request for disbursement of funds may be submitted anytime during the life of the award. No more than 50% of the award will be funded prior to close out. When requests for disbursements are submitted, the Ohio & Erie Canalway must have on file all match receipts equaling the match ratio awarded.
	Projects may be closed out at any time upon the submittal of a final close out report, which should contain the final request for disbursement.
	Projects funded under this program must have at least a 200% cash match from other, non-federal sources. Community Development Block Grants (CDBGs) are allowable as match. If CDBG Funds are used, compliance with the Davis-Bacon Act is necessary and prevailing wage reports must be submitted.
	For volunteer or employee personnel time that contributes towards the match, a standardized time sheet must be used to report the match.
	Cost categories in the budget cannot change. If any change that involves more than 10% of the project budget, such requests for changes in budget submitted after the Strategic Initiative Award Information Form (SIAIF) must be submitted in writing to the Ohio & Erie Canalway for approval.
	In August of each year in which your grant is active, a financial statement must be submitted to the Ohio & Erie Canalway's accountant. No disbursements will be made until your most current financial statement is on file.

Applicant Signature

Date