



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

<i>Commission Chair</i>	Michael Keenan	<i>Director</i>	Michael Miller
<i>Commissioners</i>	Patrick Ginnett Randy Riley	G. Courtney Haning Tom Waniewski	Thomas Hitchcock William Woodard

July 1, 2017

Quincy Pope  
City Manager  
City of Trotwood  
3035 Olive Road  
Trotwood, OH 45426

Re: Project No. CD25U

Dear Mr. Pope:

Your request for financial assistance has been approved for the project entitled Wolf Creek Sanitary Sewer Replacement in the amount of \$567,580. 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.
- Agreements are preprinted. Changes to officers and minor schedule changes may be made and 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 website 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. Your Chief Fiscal Officer will also receive a mailing pertaining to project financial information.

If you have questions, please contact your Program Representative, Donna Kirkbride, at 614/644-1942.

Respectfully,

Michael Miller  
Director

cc: District Committee