



# Public Works Commission

Public Works For You

## Submitting Disbursements in the OPWC WorksWise platform

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## OPWC Disbursement Guidelines

- OPWC participates in eligible costs at the project's participation percentage up to the amount of the award, in accordance with the project agreement.
- Our partners are expected to be on participation ratio throughout the life of the project, otherwise, *your request will be rejected*. WorksWise provides an automatic message if the disbursement request places the project off ratio. If you have a special situation that prevents you from doing so, please consult with your OPWC Program Representative.
- WorksWise will alert you with an automatic message if your disbursement request creates a situation where the engineering costs exceed those in your project agreement. Cap your total engineering costs (engineering & construction administration) according to the amount listed in the As Per Agreement column. If you have a special situation that prevents you from doing so, please consult with your OPWC Program Representative
- All invoices for a project, even if they represent local share, must be submitted as part of a disbursement request that includes disbursements of OPWC funding.
- It is the applicant's responsibility to keep the Project Officials updated. Should the CEO, CFO, or Project Manager of the project change, contact your OPWC Program Representative via email to make the request to change officials.
  - Supply the name (first and last), their title, their position (CEO, CFO, or PM), physical mailing address, email address, and phone number in your request.
- Disbursement requests are processed as quickly as possible, within 15 business days, if the request is complete and correct.
  - If the submitted request requires corrective action from the applicant, this can impact the length of time it takes to complete the process.
  - If the applicant fails to submit the request after entering it, OPWC is not liable for the delay in receiving requested funds.
  - Note that the OPWC posts "Guarantee Dates" for on-time processing in December (to accommodate the holidays) and June (for year-end reconciliation). These dates are posted on the OPWC Home Page early December and June.
- Customers are responsible for ensuring chosen suppliers (vendors) are in the state payment system before submitting a disbursement request.
  - The list is located on the [Ohio Public Portal](#).
  - If your supplier is not listed, direct them to the [OhioPays](#) system to create an account. Suppliers can also apply for EFT; however, new vendors are always paid by check for the first payment.
  - Contact your Program Representative if the vendor information in WorksWise needs to be updated once the vendor has corrected their accounts with OhioPays.

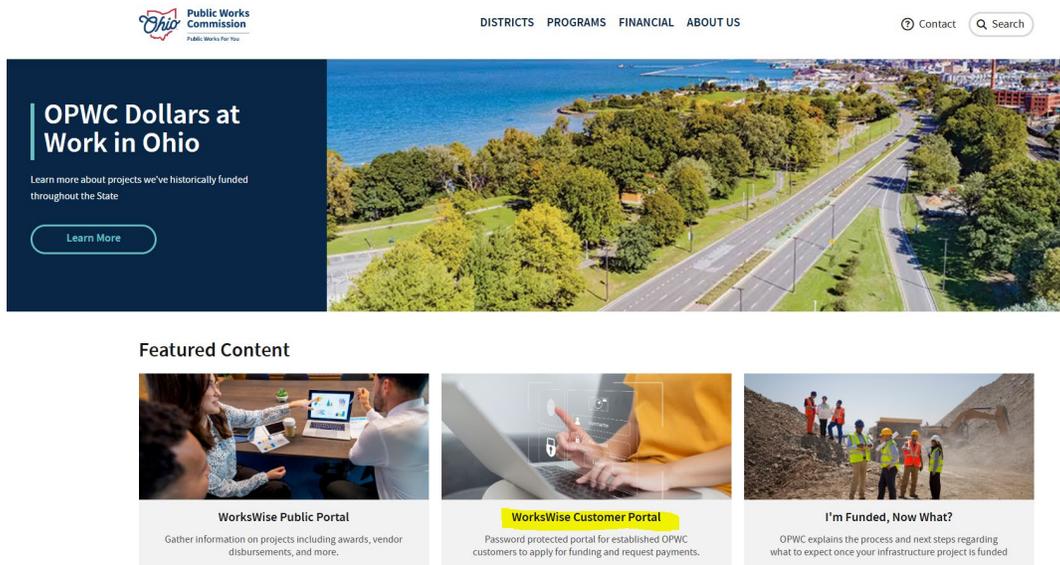
## WorksWise Access & Needed Materials

You will need an active account in WorksWise. If you do not have one, contact your OPWC Program Representative.

- You can find the contact information for your District Representative by searching [here](#).
- If you don't know your district, locate it via the [District Map](#).

If you are a consultant or outside agency appointed by the applicant to submit disbursements on their behalf, you need to send your program representative a [Letter of Authorization](#).

Once you have an active account and the proper authorization, you will need to log into WorksWise. Access is via our [website](#). From home page, click on the link for the [Customer WorksWise Portal](#).



At the portal entry page, enter your username and password:

The image shows the login page for the 'Online Application Project Portal'. At the top is the logo for the Ohio Public Works Commission. Below the logo is the title 'Online Application Project Portal'. There are two input fields: one for 'Username' and one for 'Password'. Below the fields is a blue button labeled 'Log in'. At the bottom of the page is a link that says 'Forgot your password?'.

To submit a disbursement there are a minimum of two required uploads. They include:

- Disbursement Signature Page \*
- All Invoices, In-kind work and/or materials records, and any other documentation supporting costs.

If you are seeking reimbursement, you will also need to supply Proof of Payment (evidence of completed bank transfer by cancelled check image front and back, or screenshot from online bank).

- You will also need to complete the Resolution of Intent for reimbursement on a loan project \*

\*You can download a copy of the Disbursement Signature Page and/or Resolution of Intent from the Disbursement Request after you have created your disbursement request.

# Starting Your Disbursement Request

## Finding Your Project

- If you know your OPWC Project ID, you can enter it into the search bar in the upper right-hand corner of the screen. It is important to note that if your project has grant and loan funding, it is easier to search by using just the first identifier. For example, if your project ID was CA01AA / CA02AA, just use the CA01AA when you search:



- On the results page, select the blue Project ID from the Applications/Projects Section.

**Search Results**

All

Applications / Projects

Grants / Loans

Disbursements

Accounts

Collapse List

[Applications / Projects](#)

1 Result

APPLICATION / PROJECT ID	ROUND	PROJECT NAME	APPLICANT	COUNTY	DISTRICT NUMI
<a href="#">CA01AA / CA02AA</a>	37	Adrian, Anne, Pattie, Girard & Race Road Improvements	Antonio Armagno	Cuyahoga	1

[Grants / Loans](#)

1 Result

ASSISTANCE ID	ASSISTANCE TYPE	LOAN NUMBER	DISTRICT	SUBDIVISION	PROJECT NAME
CA01AA-0	SCIP Grant		District 01	City of Berea	Adrian, Anne, Pattie, Girard & Race Road Impr

[Disbursements](#)

5+ Results • Sorted by [Relevance](#)

DISBURSEMENT ID	PROJECT ID	SUBDIVISION NAME	STATUS	REQUEST NUMBER	SUBMITTED DATE
<a href="#">DIS-333977</a>	<a href="#">CA01AA / CA02AA</a>	City of Berea	Reconciled	2	6/17/2024, 1:11 PM
<a href="#">DIS-335547</a>	<a href="#">CA01AA / CA02AA</a>	City of Berea	New Item		
<a href="#">DIS-335546</a>	<a href="#">CA01AA / CA02AA</a>	City of Berea	New	4	
<a href="#">DIS-334864</a>	<a href="#">CA01AA / CA02AA</a>	City of Berea	Reconciled	3	7/26/2024, 1:16 PM
<a href="#">DIS-334865</a>	<a href="#">CA01AA / CA02AA</a>	City of Berea	Reviewed Item		

- This will take you to the Project Page where you can request a disbursement.

Application / Project  
A/P-SYS-042638

[Request Disbursement](#) [Printable View](#) [Clone](#)

Status: Approved

Status Description: Requested funding has been approved by the OPWC

Project Name: Adrian, Anne, Pattie, Girard & Race Road Improvements

Subdivision: [City of Berea](#)

Subdivision Code: 035-05690

Application / Project ID: [CA01AA / CA02AA](#)

[Details](#) [Related](#)

> Instructions

∨ Information

Status: Approved

Small Government Status: N/A

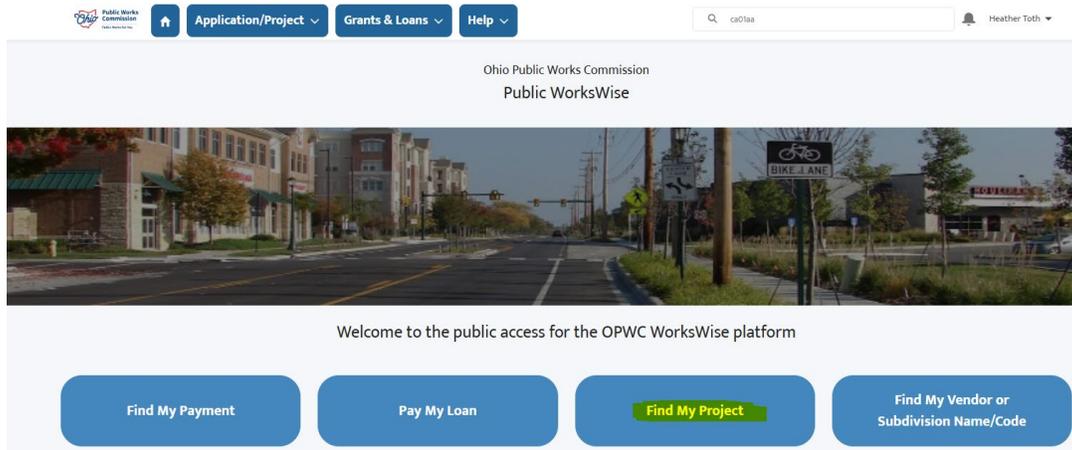
Construction Contingencies Exceeds 10% !

Status Description: Requested funding has been approved by the OPWC

## Finding Your OPWC Project ID

If you do not know your OPWC Project ID, there are several options to locate this information.

- **Option 1** – After logging into WorksWise, click on the “Find Your Project” button on the Home Page.



Then check the list of “All Active Projects” to see if you can find your project there:

NOTES & TIPS:

1. Click the “New” button to start a new application.
2. INFRASTRUCTURE: Detailed instructions, and templates for OPWC required documentation can be found here.
3. CLEAN OHIO: Detailed instructions, and templates for OPWC required documentation can be found here.

Applications / Projects  
All Active Projects

2 items • Sorted by Round • Filtered by All applications / projects - Status • Updated a few seconds ago

Round ↑	Application / Project ID	Project Name	County
1 34	<a href="#">CA12X / CA16X</a>	Barberry, Woodlawn, Maple, & Fourth Reconstruction	Cuyahoga
2 37	<a href="#">CA01AA / CA02AA</a>	Adrian, Anne, Pattie, Girard & Race Road Improvements	Cuyahoga

- **Option 2** – Select Active Projects from the Application/Project drop down

- Click on the blue Project ID to go to the project page where you can request a disbursement

## Overview of the Disbursement Request

- Expenditures Progress Section – This section looks at the costs specific to this disbursement request.

	As Per Agreement	Paid Prior to This Draw	As Part of This Draw	Paid To Date
<b>EXPENDITURES PROGRESS</b>				
Engineering	457,781.00	0.00	<input type="text" value="0.00"/>	0.00
Construction Administration	352,000.00	0.00	<input type="text" value="0.00"/>	0.00
Right of Way	0.00	0.00	<input type="text" value="0.00"/>	0.00
Construction Costs	3,325,868.00	0.00	<input type="text" value="0.00"/>	0.00
Permits, Advertising, Etc.	25,200.00	0.00	<input type="text" value="0.00"/>	0.00
Construction Contingencies	532,581.00	0.00	<input type="text" value="0.00"/>	0.00
<b>Expenditure Total</b>	<b>6,693,370.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

- Financing Progress Section – This section examines how the costs will be distributed amongst the funding sources.

	As Per Agreement	Paid Prior to This Draw	As Part of This Draw	Paid To Date
<b>FINANCING PROGRESS</b>				
OPWC Funds	4,016,022.00	0.00	<input type="text" value="0.00"/>	0.00
<b>Local Share</b>				
Local In-Kind or Force Account	0.00	0.00	<input type="text" value="0.00"/>	0.00
Local Revenues	2,677,348.00	0.00	<input type="text" value="0.00"/>	0.00
<b>Other Public Revenues</b>				
ODOT / FHWA	0.00	0.00	<input type="text" value="0.00"/>	0.00
OEP/ OWD/ A	0.00	0.00	<input type="text" value="0.00"/>	0.00
Other Public Revenue	0.00	0.00	<input type="text" value="0.00"/>	0.00
<b>Total Local &amp; Public Revenues</b>	<b>2,677,348.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Financing</b>	<b>6,693,370.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>As Per Agreement</b>	<b>Paid Prior to This Draw</b>	<b>As Part of This Draw</b>	<b>Paid To Date</b>

- Payees Section – This section tells OPWC how to allocate the charges to the various vendors and indicates how much the OPWC should disburse to each one.

PAYEES				
Add An Item				
Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Diversified Engineering In	<input type="text" value="multiple"/>	<input type="text" value="32,735.36"/>	<input type="text" value="7,619.36"/>	25,116.00
New Philadelphia City of	<input type="text" value="1"/>	<input type="text" value="147,786.99"/>	<input type="text" value="0.00"/>	147,786.99
<b>Total All Invoices:</b>		<b>180,522.35</b>		
Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount

### Step 1 - Expenditures Progress Section

Any costs that are to be included in this disbursement request must be recorded in this section in the “As Part of This Draw” column. You may only enter costs into the cells of the “As Part of This Draw” column that have amounts listed in the “As Per Agreement” column.

- After you type in a dollar amount hit **TAB** and not the ENTER key.
- Engineering Costs include costs for designing, locating, staking, and inspecting.
- Construction Administration costs are those incurred for the oversight and execution of construction.
- Right of Way covers charges for gaining the Right of Way or acquisition of property, estimates for doing so, and other such related costs.
- Construction charges are placed in the Construction Costs cell.
- Permits, Advertising, Etc. for permits related to the execution of the project, placing bidding ads, and or such related charges.
- Construction Contingencies is only used for unforeseen, extra costs, or Change Orders that arise during construction. This line must not contain surplus engineering expenses.

Once you enter all the charges into the appropriate cells WorksWise will automatically total the costs at the bottom of the “As Part of this Draw” column of the “Expenditures Progress” section labeled “Expenditure Total”.

	As Per Agreement	Paid Prior to This Draw	As Part of This Draw	Paid To Date
<b>EXPENDITURES PROGRESS</b>				
Engineering	457,781.00	208,701.85	42,088.00	250,789.85
Construction Administration	352,000.00	12,792.50	0.00	12,792.50
Right of Way	0.00	0.00	0.00	0.00
Construction Costs	5,325,808.00	349,001.08	0.00	349,001.08
Permits, Advertising, Etc	25,200.00	0.00	0.00	0.00
Construction Contingencies	532,581.00	0.00	0.00	0.00
<b>Expenditure Total</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>42,088.00</b>	<b>612,583.43</b>

## Step 2 - The Payee Section

Only create one entry per vendor that you are seeking to disburse to or reimburse from OPWC funds.

- If you have three invoices from Bob’s Construction, you will create only one entry for Bob’s Construction totaling all their charges and the OPWC amounts.
- If you have four separate vendors for which you are seeking OPWC to disburse directly, you will list each separately for a total of four entries.
- If you are seeking to be reimbursed, then you are considered a vendor.

After you type in any information hit **TAB** and not the **ENTER** key.

Click on the **Add New Item** button.

PAYEES

[Add New Item](#)

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
<i>Select A Vendor For Each Invoice</i>				
<b>Total All Invoices:</b>		<b>0.00</b>		

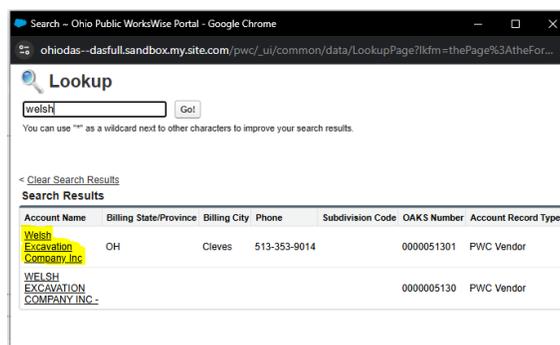
You will see a series of cells have been added to each of the spaces below the column headers - Vendor, Invoice Number, Invoice Total, OPWC Amount, Vendor Address, Phone and FEDERAL TAX ID or OAKS ID.

PAYEES

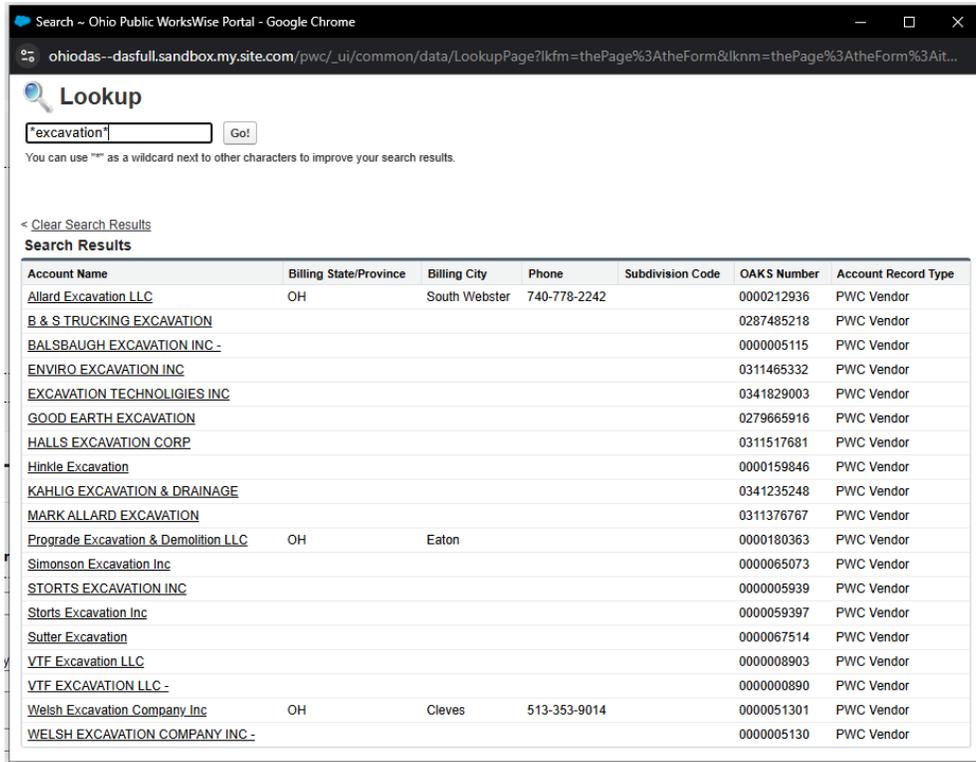
[Add New Item](#)

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
<input type="text"/> <b>Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:</b> FEDERAL TAX ID or OAKS ID <input type="text"/> Street <input type="text"/>	<input type="text"/> Country/Territory <input type="text" value="--None--"/> ZIP/Postal Code <input type="text"/>	<input type="text"/> State/Province <input type="text" value="--None--"/> Phone <input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/> <input type="button" value="Remove"/>
<b>Total All Invoices:</b>		<b>0.00</b>		

- Look up your vendor using the name. For example, if your vendor was Welsh Excavation Company, Inc. type in “Welsh” then click the magnifying glass for the results to choose from.



- Alternately you could type “excavation” but include an \* at both the front and the back of excavation, like \*excavation\* to broaden the system’s search.



- To reimburse the applicant, type in the subdivision’s name such as “Akron” and then use the magnifying glass to search for results to choose from
- In the pop-up window, scroll through the results for the entry you are seeking. *Select the entry that is not in all uppercase.*
- If you notice duplicate account names for the same vendor, let you OPWC Program Representative know so they can merge the accounts into one.
- If you do not see your vendor, contact your OPWC Program Representative before entering a new vendor into the system.

Once you have selected the vendor, go to the next cell “Invoice Number”.

- If there is only one invoice from the vendor, enter the identifying invoice number from the invoice.
- If there is more than one invoice from the same vendor, summarize the invoices being submitted such as “1-3” or “Mar-Jun 2024” or “Multiple”.

PAYEES

Add New Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Welsh Excavation Compar				0.00
<b>Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:</b> FEDERAL TAX ID or OAKS ID: <input type="text"/> Street: <input type="text"/> Country/Territory: <input type="text" value="--None--"/> State/Province: <input type="text" value="--None--"/> ZIP/Postal Code: <input type="text"/> Phone: <input type="text"/>				
<b>Total All Invoices:</b>		<b>0.00</b>		

Enter the total amount of charges for the vendor in the “Invoice Total” cell. This means that if the same vendor has multiple invoices, you will total all the invoices and enter that amount in this cell for a single entry for this vendor. It should look like this:

PAYEES

Add New Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Welsh Excavation Compar	4			0.00
<b>Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:</b> FEDERAL TAX ID or OAKS ID: <input type="text"/> Country/Territory: --None-- State/Province: --None-- City: <input type="text"/> ZIP/Postal Code: <input type="text"/> Phone: <input type="text"/> Street: <input type="text"/>				
<b>Total All Invoices:</b>		<b>0.00</b>		

Not this:

PAYEES

Add An Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount	
Welsh Excavation Compar	1	35,164	26,021.36	9,142.64	Remove
Welsh Excavation Compar	2	63,995.08	47,356.36	16,638.72	Remove
Welsh Excavation Compar	3	197,526.07	146,169.29	51,356.78	Remove
Welsh Excavation Compar	4	285,649.35	211,380.52	74,268.83	Remove
<b>Total All Invoices:</b>		<b>582,334.50</b>			
<b>Vendor</b>		<b>Invoice Number</b>	<b>Invoice Total</b>	<b>OPWC Amount</b>	<b>Local Amount</b>

Next, fill out the to the “OPWC Amount” listing the amount of funds you want OPWC to disburse to the vendor. The “Local Amount” will be calculated for you.

PAYEES

Add New Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Welsh Excavation Compar	4	42088	25252.8	16,835.20
<b>Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:</b> FEDERAL TAX ID or OAKS ID: <input type="text"/> Country/Territory: --None-- State/Province: --None-- City: <input type="text"/> ZIP/Postal Code: <input type="text"/> Phone: <input type="text"/> Street: <input type="text"/>				
<b>Total All Invoices:</b>		<b>42,088.00</b>		

Next, enter the vendor’s Tax ID or OAKS ID, their mailing address, and phone number. All fields must be filled out before you can Submit the request. **The mailing address must match their mailing address listed in OAKS (OhioPays) or there will be a delay in processing the payment.**

PAYEES

Add New Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Welsh Excavation Compar	4	42088	25252.8	16,835.20
<b>Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:</b> FEDERAL TAX ID or OAKS ID: <input type="text"/> Country/Territory: --None-- State/Province: --None-- City: <input type="text"/> ZIP/Postal Code: <input type="text"/> Phone: <input type="text"/> Street: <input type="text"/>				
<b>Total All Invoices:</b>		<b>42,088.00</b>		

Finally, check to see if the "Total All Invoices" amount matches the "Expenditure Total" from the Expenditures Progress Section. If these match, then proceed to the Financing Progress Section.

Construction Contingencies	532,581.00	0.00	0.00	0.00
<b>Expenditure Total</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>42,088.00</b>	<b>612,583.43</b>
<b>FINANCING PROGRESS</b>				
OPWC Funds	4,016,022.00	342,297.26	25,252.80	367,550.06
<b>Local Share</b>				
Local In-Kind or Force Account	0.00	0.00	0.00	0.00
Local Revenues	2,677,348.00	228,198.17	0.00	228,198.17
<b>Other Public Revenues</b>				
ODOT / FHWA	0.00	0.00	0.00	0.00
OEPA / OWDA	0.00	0.00	0.00	0.00
Other Public Revenue	0.00	0.00	0.00	0.00
<b>Total Local &amp; Public Revenues</b>	<b>2,677,348.00</b>	<b>228,198.17</b>	<b>0.00</b>	<b>228,198.17</b>
<b>Total Financing</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>25,252.80</b>	<b>595,748.23</b>
	<b>As Per Agreement</b>	<b>Paid Prior to This Draw</b>	<b>As Part of This Draw</b>	<b>Paid To Date</b>

PAYEEES

Add New Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Welsh Excavation Compar	4	42088	25252.8	16,835.20

Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:

FEDERAL TAX ID or OAKS ID	Country/Territory	State/Province	City
0000051301	United States	Ohio	Cleves
Street	ZIP/Postal Code	Phone	
5780 SR 128	45002	51-353-9014	

**Total All Invoices:** 42,088.00

### Step 3 - The Financing Progress Section

The OPWC amount automatically populates in the Financing Progress Section.

Enter your local share amount(s) on the appropriate line.

<b>FINANCING PROGRESS</b>				
OPWC Funds	4,016,022.00	342,297.26	25,252.80	367,550.06
<b>Local Share</b>				
Local In-Kind or Force Account	0.00	0.00	0.00	0.00
Local Revenues	2,677,348.00	228,198.17	16835.2	245,033.37
<b>Other Public Revenues</b>				
ODOT / FHWA	0.00	0.00	0.00	0.00
OEPA / OWDA	0.00	0.00	0.00	0.00
Other Public Revenue	0.00	0.00	0.00	0.00
<b>Total Local &amp; Public Revenues</b>	<b>2,677,348.00</b>	<b>228,198.17</b>	<b>16,835.20</b>	<b>245,033.37</b>
<b>Total Financing</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>42,088.00</b>	<b>612,583.43</b>
	<b>As Per Agreement</b>	<b>Paid Prior to This Draw</b>	<b>As Part of This Draw</b>	<b>Paid To Date</b>

## Step 4 – Double Check the Figures and Check the Boxes

Check to see if the “Total Financing” matches the “Expenditure Total” which matches the “Total All Invoices”.

	As Per Agreement	Paid Prior to This Draw	As Part of This Draw	Paid To Date
<b>EXPENDITURES PROGRESS</b>				
Engineering	457,781.00	208,701.85	0.00	208,701.85
Construction Administration	352,000.00	12,792.50	0.00	12,792.50
Right of Way	0.00	0.00	0.00	0.00
Construction Costs	5,325,808.00	349,001.08	42,088.00	391,089.08
Permits, Advertising, Etc	25,200.00	0.00	0.00	0.00
Construction Contingencies	532,581.00	0.00	0.00	0.00
<b>Expenditure Total</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>42,088.00</b>	<b>612,583.43</b>
<b>FINANCING PROGRESS</b>				
OPWC Funds	4,016,022.00	342,297.26	25,252.80	367,550.06
<b>Local Share</b>				
Local In-Kind or Force Account	0.00	0.00	0.00	0.00
Local Revenues	2,677,348.00	228,198.17	16,835.20	245,033.37
<b>Other Public Revenues</b>				
ODOT / FHWA	0.00	0.00	0.00	0.00
OEPA / OWDA	0.00	0.00	0.00	0.00
Other Public Revenue	0.00	0.00	0.00	0.00
<b>Total Local &amp; Public Revenues</b>	<b>2,677,348.00</b>	<b>228,198.17</b>	<b>16,835.20</b>	<b>245,033.37</b>
<b>Total Financing</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>42,088.00</b>	<b>612,583.43</b>
	As Per Agreement	Paid Prior to This Draw	As Part of This Draw	Paid To Date

PAYEE'S

Add New Item

Vendor	Invoice Number	Invoice Total	OPWC Amount	Local Amount
Welsh Excavation Company	4	42088	25252.8	16,835.20

Vendor Address, Phone and FEDERAL TAX ID or OAKS ID:

FEDERAL TAX ID or OAKS ID	Country/Territory	State/Province	City
0000051301	United States	Ohio	Cleves
Street	ZIP/Postal Code	Phone	
5780 SR 128	45002	51-353-9014	

**Total All Invoices:** 42,088.00

PAGE 2 OF 14

If this is your Final Disbursement, put a check mark in the box. It is important to note that by checking this box, **you will be unable to submit any more disbursement requests for this project.**

If your disbursement contains a Change Order, put a check mark in the box.

If your project has a loan, make sure you have selected the correct option from the dropdown box (If your project does not have a loan, you will not see this option). Your options are, *Will seek reimbursement* or *Will not seek reimbursement*, if you might seek reimbursement for construction costs, rather than OPWC paying the vendor directly, select *Will seek reimbursement*. **\*Note:** by selecting this option you will need to pass a Resolution of Intent, a template can be downloaded on the next screen, and upload it to the disbursement request files. (more on this later)

Remaining OPWC Funds: **\$ 3,585,094.47**

\* Please indicate if you will seek reimbursement for construction costs

\* Check here if this is the Final Disbursement

\* Check here if this invoice includes a change order and upload the change order documentation

**NOTE: Requesting the final disbursement will close out the project and return any unused funds to the District balances.**

Now, click on the **Save** button at the top of the page. Once you click **Save**, you will be taken to a new page which is the Disbursement Request Page. Here you can complete the request as well as find access to downloads like the **Disbursement Signature Page** and **Resolution of Intent**.

## The Disbursement Request Page

There are several sections of the Disbursement Request Page that will be helpful for you to review to ensure your request for the disbursement of funds will be successful.

Project Details Section: Contains information related to your project.

- **DIS-ID:** You will notice that a DIS-ID has been created for your request. You can locate this in the upper left-hand corner of the page next to the blue lightning bolt. You can use this number to identify the specific request. If you ever need to come back to this request to edit it or reference it, you can use this DIS-ID in the search bar to quickly return to the page.
- **Details Tab:** This is the current tab you are on, with your specific project details.
- **Invoices & File Tab:** This will take you to the 2<sup>nd</sup> page of your request where you can view and upload files.
- **Status.** The Status of the project is located to the center of the page just below and to the right of the DIS-ID. See Page 22 for Status types.
- **Project Officials:** You will see the Project CEO, CFO, and Project Manager. Be sure these are current, or your disbursement will be delayed until it is corrected. If they need to be updated, contact your OPWC Project Representative.
- At the bottom of the details section of the page you find the “OPWC Agreement Percentage” and the “OPWC Participation To Date”. *The OPWC participation to date should equal your Agreement Percentage.*

Disbursement Details Section: Contains an overview of your disbursement request.

- **Remaining OPWC Funds:** Just below and to the right of the “Disbursement Details” title, you will find the “Remaining OPWC Funds” entry. This is how much OPWC funding your project has available.
- **OPWC Participation Warning:** This banner is located just below the “Remaining OPWC Funds” display. This warning lets you know if your OPWC Agreement Percentage is not on ratio.
- There is a Print button in this section so you can print the request to use for the project officials to sign off on

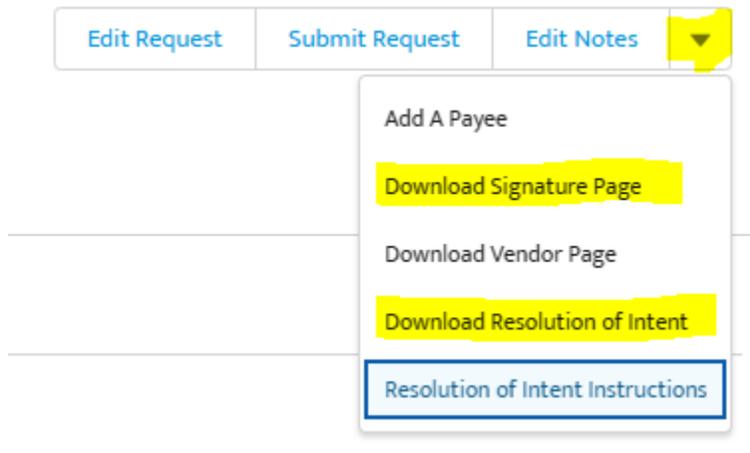
Notes Section: This section is located at the bottom of the page, under the vendor payee section of the Disbursement Detail. If your request is returned or rejected by OPWC you will see the reason, there. You can add a note to this section by using the Edit Notes button in the top right section of the screen, next to Edit Request or Submit Request.

PAYEE'S		
Vendor	Invoice Number	Invoice Total
Wallace and Panchar, Inc.	CA18Y DISB 21-R	3,520.98
Fabrizi Trucking & Paving Co Inc	CA18Y DISB 21-R	67,672.18
<b>Total All Invoices:</b>		<b>71,193.16</b>
Vendor	Invoice Number	Invoice Total

Notes  
Hello, is this final? Please check the final disbursement checkbox if so. Thanks, Nick 2/7/24

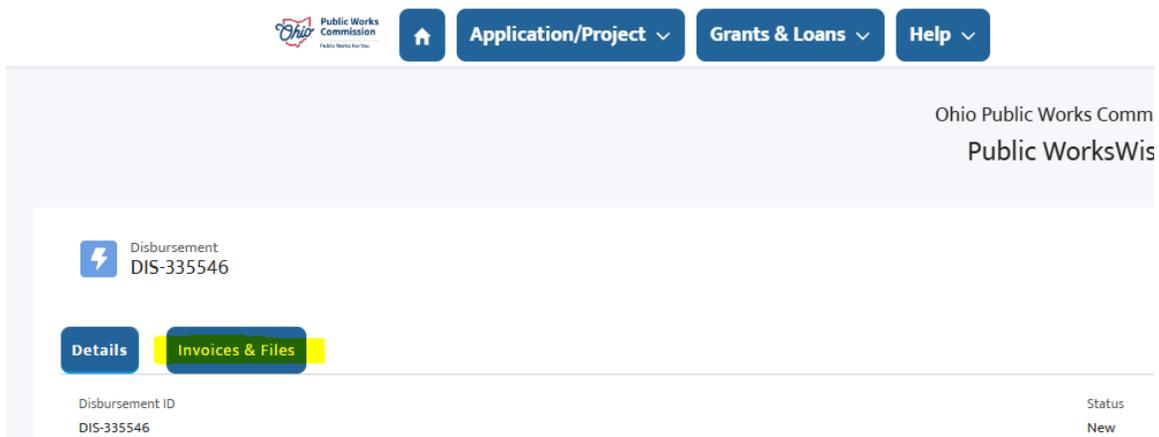
### Where can I download the Disbursement Signature Page and Resolution of Intent?

After you have entered your information and saved it to create the Disbursement Page, look to the upper right corner, just below your login. You will see a dropdown arrow, here you can download the signature page template as well as the resolution of intent template and instructions.



### Uploading Required Files

On the Disbursement Details page, click on the "Invoices & Files" tab just under the blue lightning bolt.



On this tab you will see three sections. **Invoices, Files, and Disbursements.**

- **Invoices** are the vendors you added when you were creating/editing the request.
- **Files** is where you will upload the necessary files before submitting.
- **Disbursements** is where you can see a list of all previously submitted disbursements for this project.

Click one of the **Upload Files** buttons in the Files section to upload files to your disbursement request.

Disbursement  
DIS-335546

Edit Request Submit Request Edit Notes

Details **Invoices & Files**

NOTE: When you upload the required documentation, indicate which document you have uploaded by selecting the "Submission Type" (i.e. Disbursement Signature Page, Invoice, etc.).

Invoices (1)

Disbursement ID	Vendor	OPWC Invoice Amount
DIS-335616	Welsh Excavation Company Inc	\$21,000.00

View All

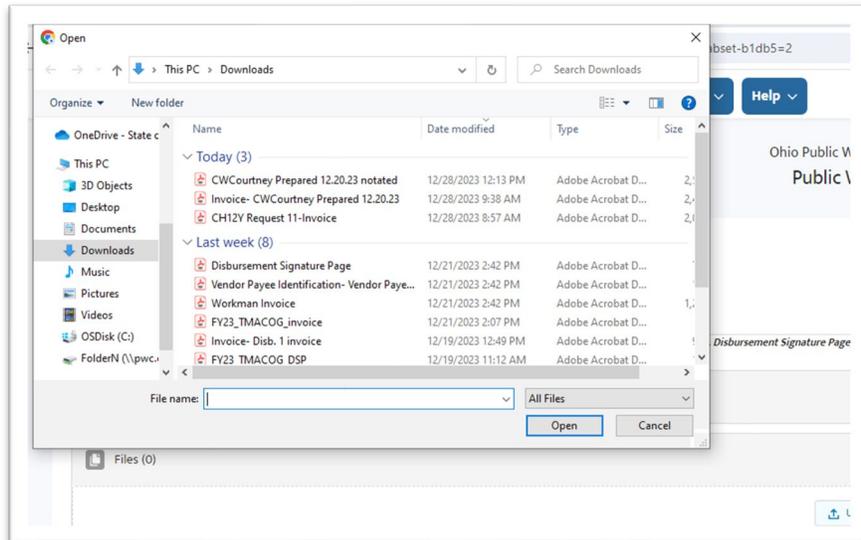
Files (0) Upload Files

Upload Files  
Or drop files

Disbursements Download

Disbursement ID	Date Entered	Warrant Entered (Paid) ...	Request Number	Vendor Name	Invoice Number	Expenditures	OPWC Amount	Status
DIS-332721	Mar 28, 2024	Apr 3, 2024	1	Cuyahoga County Engineer	Multiple	\$74,331.36	\$44,598.82	Reconciled
DIS-333977	Jun 18, 2024	Jun 24, 2024	2	Cuyahoga County Engineer	Multiple	\$386,352.92	\$174,709.33	Reconciled
DIS-333977	Jun 18, 2024	Jun 24, 2024	2	Chagrin Valley Eng	241181	\$386,352.92	\$57,102.42	Reconciled
DIS-334864	Jul 26, 2024	Jul 31, 2024	3	Chagrin Valley Eng	Multiple	\$109,811.15	\$65,886.69	Reconciled
DIS-335546			4	Welsh Excavation Company Inc	4	\$42,088.00	\$21,000.00	New

From the pop-up window, locate the file you wish to upload from your computer.



After it loads, click **Next**. On the next pop-up window, you will select the “Submission Type”. Click on the dropdown arrow and scroll through the list until you find the proper File Type that you are uploading.



The screenshot shows a web form titled "ADD FILE DETAILS" with the subtitle "Disbursement Signature Page". The form contains the following fields:

- Record Type: PWC Submission
- Title: Disbursement Signature Page
- Submission Type: A dropdown menu currently showing "--None--".
- Description: An empty text input field.

**Before you upload any documents, please read this:**

- All uploads need to be as **PDFs**. Do not upload Microsoft Word, Excel, or Outlook documents. Nor JPEGs and other such file types.
- Make sure your documents are easily legible.
- Make sure all documents with a single PDF are all facing the same orientation and not submitted with the pages within sideways, upside down, nor any other confusing orientation. You can use Adobe to orient the individual pages of your PDF.

You are going to need to upload a document for **each** of the following submission types:

- Disbursement Signature Page
- Invoice
- Proof of Payment - if you are seeking reimbursement
- Resolution of Intent - If your project has a loan component and you selected “*Will seek reimbursement*”, you will need to supply a Resolution of Intent on your second disbursement request.

**\* Important information on Invoices:**

- The invoices should be organized, and all faced in an orientation that is easy to view on a computer screen. If they are oriented as “landscape”, be sure to rotate the pages prior to uploading them so they appear in harmony with the screen.
- Upload them according to either a specific vendor or for a specific category of charges (all invoices for Bob’s Construction or all invoices for Right of Way).
- If there are a significant number of pages for your invoices, group by vendor instead. This may result in you having to do multiple uploads for the various individual vendors.
- If your disbursement request has numerous invoices by several vendors may require the addition of a spreadsheet or list to assist the OPWC in the review process.
- *If your invoice(s) contains ineligible charges or charges you are not including as part of your disbursement request, you must notate these invoices in a clear and easily understandable manner.*

## Submitting Your Request

Once all the required documents have been uploaded, review your request.

- Do the figures correctly reflect what you intended?
- Have you correctly labeled your uploads?
- Did you flag the request as final if it is the last disbursement request for the project?

If everything is set, then click on the **Submit Request** button located towards the upper right of the page just below your name.

The screenshot shows a user interface for the Ohio Public Works Commission. At the top, there is a search bar and a user profile for Heather Toth. Below this is a header for 'Public Works Commission' and 'Public WorksWise'. A navigation bar contains buttons for 'Edit Request', 'Submit Request' (highlighted in yellow), and 'Edit Notes'. Below the navigation bar, a status dropdown menu is visible, showing 'Status' set to 'New' and 'Final Disbursement' as an option.

The request will open in another tab and look like the Edit Request screen. Giving you one final time to look over and edit any of your numbers. If everything looks good click **Submit**.

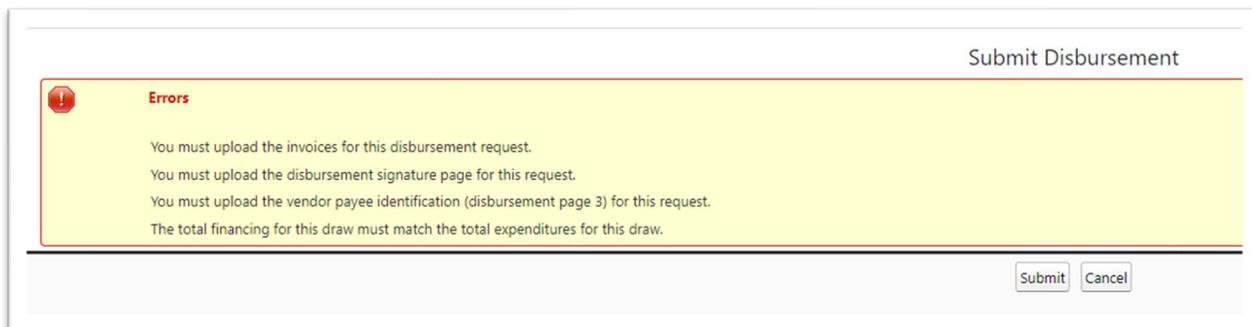
The screenshot shows the 'Submit Disbursement' form. At the top, there are navigation buttons for 'Application/Project', 'Grants & Loans', and 'Help'. The form title is 'Submit Disbursement' with 'Submit' and 'Cancel' buttons. A note states: 'Note: Before submitting the disbursement request, you will need to upload associated invoices for all costs submitted, as well as upload the required Project Official Signature Page (formerly page 2 of the paper Disbursement Request form), and Proof of Payment.' The remaining OPWC funds are \$3,652,724.74. The 'Disbursement Method' is set to 'Will not seek reimbursement'. There are checkboxes for 'Check here if this is the Final Disbursement' and 'Check here if this invoice includes a change order and upload the change order documentation'. A note states: 'NOTE: Requesting the final disbursement will close out the project and return any unused funds to the District balances.' A 'Loan Mail To' field is set to 'Andrea Morris'. Below this is a table with four columns: 'As Per Agreement', 'Paid Prior to This Draw', 'As Part of This Draw', and 'Paid To Date'. The table lists 'EXPENDITURES PROGRESS' and 'FINANCING PROGRESS' with various line items and their corresponding amounts.

	As Per Agreement	Paid Prior to This Draw	As Part of This Draw	Paid To Date
<b>EXPENDITURES PROGRESS</b>				
Engineering	457,781.00	208,701.85	0.00	208,701.85
Construction Administration	352,000.00	12,792.50	0.00	12,792.50
Right of Way	0.00	0.00	0.00	0.00
Construction Costs	5,325,808.00	349,001.08	42,088.00	391,089.08
Permits, Advertising, Etc	25,200.00	0.00	0.00	0.00
Construction Contingencies	532,581.00	0.00	0.00	0.00
<b>Expenditure Total</b>	<b>6,693,370.00</b>	<b>570,495.43</b>	<b>42,088.00</b>	<b>612,583.43</b>
<b>FINANCING PROGRESS</b>				
OPWC Funds	4,016,022.00	342,297.26	21,000.00	363,297.26
<b>Local Share</b>				
Local In-Kind or Force Account	0.00	0.00	0.00	0.00
Local Revenues	2,677,348.00	228,198.17	21,088.00	249,286.17

Your request will refresh, and you will be taken to the Disbursement Request page. It is important that you check the **Status** to see if it has moved from “New” to “Submitted”. If it is still on “New”, use the refresh button on your browser to see if it updates the Status. Only disbursements in Submitted status have successfully been submitted to your OPWC Program Representative. You and all project officials will receive an email when it has been successfully submitted.

## Disbursement Error Messages

There are a variety of errors you could receive after selecting the second **Submit** button. If you do not label your uploads with the appropriate submission type, or your expenditures don't match your financing progress section. The error message will tell you specifically what you missed. If you are ever confused by the message, take a screenshot and email it to your program representative, they will be able to assist you. Otherwise, correct the error message and try submitting the disbursement again.



The screenshot shows a web form titled "Submit Disbursement". A yellow error message box is displayed, containing the following text:

- You must upload the invoices for this disbursement request.
- You must upload the disbursement signature page for this request.
- You must upload the vendor payee identification (disbursement page 3) for this request.
- The total financing for this draw must match the total expenditures for this draw.

At the bottom right of the form, there are "Submit" and "Cancel" buttons.

## How to Fill Out the Disbursement Signature Page

First, download the PDF for your current disbursement request:

- After you have completed entering your information into the disbursement details, click **Save** at the top of the page.
- This will take you to the Disbursement Page. Look for the dropdown arrow in the right-hand corner beneath your name.
- Click on the arrow and then select "Download Signature Page".

### The Top Portion

- "Project ID": place your OPWC Project ID for the project.
- The "Request Number": This reflects how many disbursement requests you have submitted to OPWC for this project. Your request number can be found in the detail section of your newly created disbursement.
- The "amount of \$": This is the amount of OPWC funds you are requesting for this disbursement.



**AUTHORIZED CERTIFICATIONS FOR OPWC DISBURSEMENTS**

This Disbursement Request Certification is for [redacted] (Project ID) Request Number [redacted] in the amount of \$ [redacted]

### The Project Manager Certification Section

- The "Percentage of Completion": Provide the estimated percentage of project completion that this disbursement represents.
- Edit the PM Name and PM title to reflect the individual physically signing as the Project Manager.
- Electronic Signatures are also allowed but must be from a recognized service like DocuSign or Adobe's Acrobat Sign. Simply using the signature font from Microsoft Word will not be accepted.
- Type or write in the date.

- Remember the Project Manager must provide their ***signature*** in this section, do not just enter their name, title, and date on the line. The signature should be on the line and the name, title, and date should be entered below the line.

**PROJECT MANAGER CERTIFICATION:**

I certify that the work items invoiced under this Disbursement Request Form and Certification are exclusively associated with the Project and have been completed in a satisfactory manner. This request reflects Project completion at an estimated \_\_\_\_\_%. I further certify, based on what has been provided to me by the vendor, that the work has been completed with the terms of the Agreement, including payment of the applicable prevailing wage rates.

\_\_\_\_\_

PM Name, PM Title

\_\_\_\_\_

Date

### The Chief Executive Officer and Chief Financial Officer Certification Section

- Type or write in the date.
- Edit the CFO Name and CFO title to reflect the individual physically signing as the Project CFO.
- Just like the CFO portion, edit the CEO Name and CEO title to reflect the individual physically signing as the Project CEO.
- As before, Electronic Signatures are also allowed, but using the signature font from Microsoft Word will not be accepted.
- Also, as before, remember the CEO & CFO must provide their ***signature*** in this section, do not just enter their name and title on the line. The signature should be on the line and the name and title should be entered below the line.

IN WITNESS WHEREOF, the undersigned have executed this Disbursement Request Form and Certification as of this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_

CFO Name, CFO Title

\_\_\_\_\_

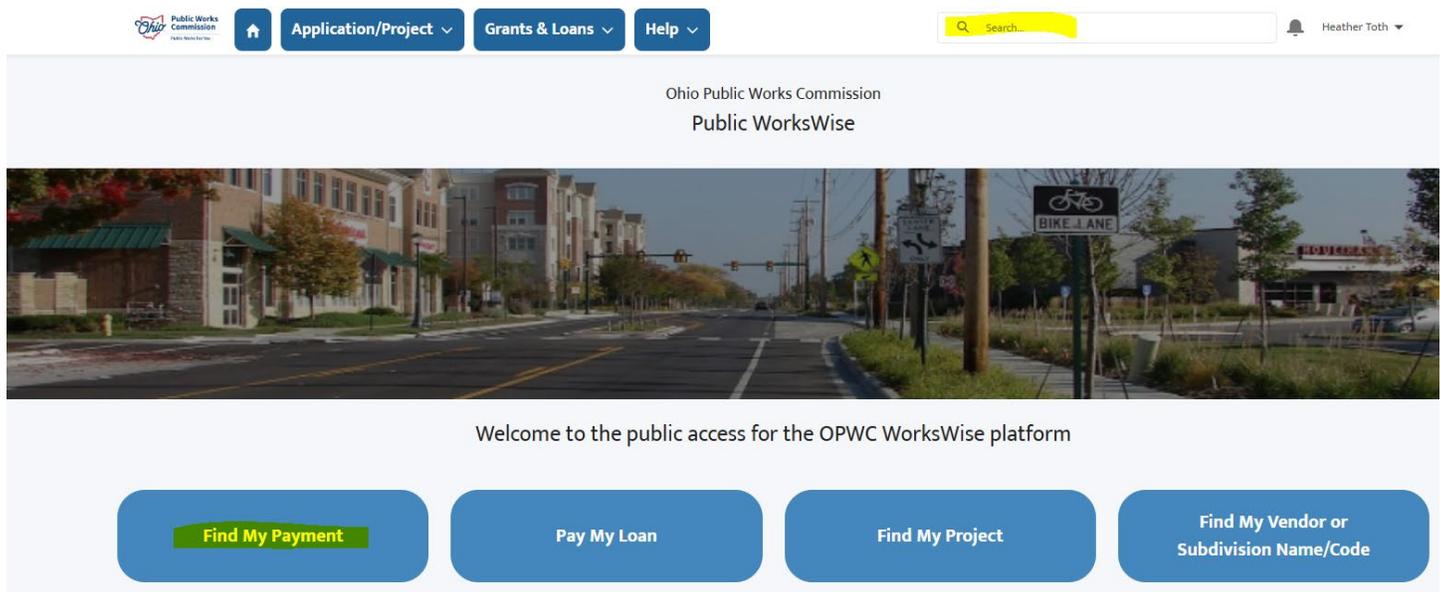
CEO Name, CEO Title

## How to Check the Status of Your Request

Below are the various statuses you will encounter:

- New – The request has not been submitted.
- Submitted – The request has been submitted to the Program Representative for review.
- Reviewed – The request has been reviewed by the Program Representative.
- Waiting Disbursement Entry – OPWC finance team is entering the request in OAKS.
- Waiting Warrant Date – Finance is waiting for confirmation from OAKS.
- Paid – OAKS shows funds have been disbursed.
- Reconciled – Disbursement has been reconciled between WorksWise and OAKS

There are several ways to check the Status of your request. Use the Find My Payment page from portal the home screen. Or search using the OPWC Project ID or the DIS-ID.



The screenshot shows the home screen of the Ohio Public Works Commission's Public WorksWise portal. At the top left is the OPWC logo. To its right are navigation buttons: a home icon, 'Application/Project' with a dropdown arrow, 'Grants & Loans' with a dropdown arrow, and 'Help' with a dropdown arrow. Further right is a search bar with a magnifying glass icon and the text 'Search...'. On the far right is a user profile icon and the name 'Heather Toth' with a dropdown arrow. Below the navigation is a header area with the text 'Ohio Public Works Commission' and 'Public WorksWise'. A large banner image shows a city street with a 'BIKE LANE' sign. Below the banner is the text 'Welcome to the public access for the OPWC WorksWise platform'. At the bottom are four large blue buttons: 'Find My Payment' (highlighted in yellow), 'Pay My Loan', 'Find My Project', and 'Find My Vendor or Subdivision Name/Code'.

## Using the OPWC Project ID

- In the Search Bar next to your name, type in the OPWC Project ID.
- On the Results Page, scroll down to the Disbursements Results.
- Look for your request using either the DIS-ID or the Request Number to identify the request you are looking for.
- If you do not see it, click on the “View More” option.
- Now, check the “Status” column.

Ohio Public Works Commission  
Public WorksWise

Applications / Projects  
1 Result

APPLICATION / PROJECT ID	ROUND	PROJECT NAME	APPLICANT	COUNTY	DISTRICT NUMBER	PROJECT TYPE	STATUS	SUBDIVISION	APPLICATION / PROJECT SYSTEM ID
CH12Y	35	Water Main Replacement Program	Jim Ashley	Summit	8	Water Supply	Approved	City of Akron	A/P-5YS-013910

Grants / Loans  
1 Result

ASSISTANCE ID	ASSISTANCE TYPE	LOAN NUMBER	DISTRICT	SUBDIVISION	PROJECT NAME	ASSISTANCE AMOUNT	DISBURSED AMOUNT	STATUS
CH12Y-0	RLP Loan	CH12Y-0	District 08	City of Akron	Water Main Replacement Program	\$1,106,000.00	\$370,309.88	Pending

Disbursements  
5+ Results - Sorted by Relevance [View More](#)

DISBURSEMENT ID	PROJECT ID	SUBDIVISION NAME	STATUS	REQUEST NUMBER	SUBMITTED DATE	EXPENDITURES	OPWC AMOUNT	LOCAL AMOUNT	PROJECT NUMBER
DIS-321888	CH12Y	City of Akron	Reviewed Item			\$0.00	\$0.00	\$0.00	CH12Y
DIS-321887	CH12Y	City of Akron	Paid	4	9/13/2022, 4:19 PM	\$191,907.78	\$95,953.89	\$95,953.89	CH12Y
DIS-321761	CH12Y	City of Akron	Reviewed Item			\$0.00	\$0.00	\$0.00	CH12Y
DIS-321071	CH12Y	City of Akron	Paid	3	9/6/2022, 3:49 PM	\$139,295.36	\$69,647.68	\$69,647.68	CH12Y
DIS-320379	CH12Y	City of Akron	Reconciled	2	7/8/2022, 9:36 AM	\$238,776.34	\$119,388.17	\$119,388.17	CH12Y

## Using the DIS-ID:

- Enter the DIS-ID into the Search Bar next to your name.
- On the Results Page, the disbursement request will be displayed.
- Now, check the “Status” column.

Ohio Public Works Commission  
Public WorksWise

Disbursements  
1 Result

DISBURSEMENT ID	PROJECT ID	SUBDIVISION NAME	STATUS	REQUEST NUMBER	SUBMITTED DATE	EXPENDITURES	OPWC AMOUNT	LOCAL AMOUNT	PROJECT NUMBER
DIS-321887	CH12Y	City of Akron	Paid	4	9/13/2022, 4:19 PM	\$191,907.78	\$95,953.89	\$95,953.89	CH12Y

If you find your disbursement request is still in the “New” status, click on the blue DIS-ID on the results page to be taken to your request. Then click on the “Submit Request” button and recheck to ensure that it was moved to the “Submitted” status.

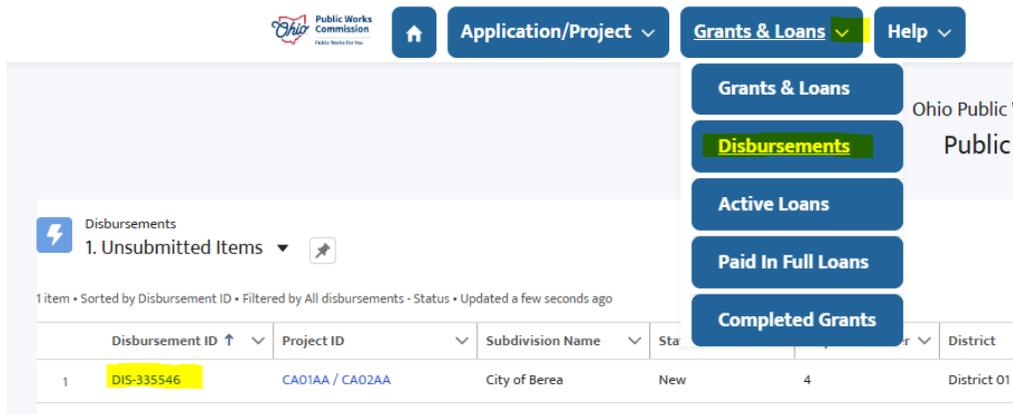
## Editing Your Disbursement Request

You may need to edit your request for a variety of reasons:

- You are unable to complete your request in one sitting,
- You need to upload/remove files, or
- Your request was returned to you for corrections by your District Program Representative.

Getting back to your request:

- Select *Disbursements* from the Grant & Loans drop-down to see your list of Unsubmitted disbursements.
- Click on the blue DIS-ID to be taken to the Disbursement Page.



Replacing a File:

- Go to the Invoices/Files tab, just below the blue lightning bolt on the left side of the screen.
- Click on “View All” in the Files section.
- On the results page, look to the right side. Next to each file that has been uploaded, there is a dropdown arrow. Click on that arrow and select, “Delete” to remove the file.
- Upload the corrected file.

Changing the Submission Type of a File:

- Go to the Invoices/Files tab, just below the blue lightning bolt on the left side of the screen.
- Click on “View All” in the Files section.
- On the results page, look to the right side. Next to each file that has been uploaded, there is a dropdown arrow. Click on that arrow and select, “View File Details”.
- You will be taken to a Preview of the file, select DETAILS on the top left side.
- Click the pencil icon on the Submission Type to edit to the proper file type (ie. Disbursement Signature Page, Invoice, Proof of Payment)
- Use the back arrow to navigate back to the disbursement record.

***Once all corrections have been made, click on the “Submit Request” button to ensure your request is returned to your Program Representative for review.***

## Change Orders

The Commission can only disburse funds for eligible project costs that are included in the project's scope of work as defined in the Project Agreement. Changes to the scope of work, including significant change orders, are the sole responsibility of the subdivision unless the district/NRAC has approved a request to amend the scope. For both Infrastructure and Clean Ohio disbursement requests, change order documentation must be included as part of the disbursement request. Change orders are payable at OPWC's discretion.

If your project contains a Change Order:

- Be sure to click on the box in the upper top-right when you are first creating your disbursement, before saving. If you have already saved your disbursement request and generated a DIS-ID you will need to click "Edit Request", check the appropriate box for the Change Order, and click "Save" to save the change.
- You will also have to upload a copy of the change order approval.
- If your change order contains work that is outside the scope of the project, you might be required to request an amendment from your DIC or NRAC. Contact both your OPWC Program Representative and your District Liaison to begin the process.
- If your change order is for items like change in quantity, for extra expenses or unexpected work that was necessary to facilitate – please first contact your District Program Representative to discuss the eligibility of your charges.
- If you have any questions about Change Orders, you are always welcome to reach out to your OPWC Program Representative.

## Closing out your OPWC Funded Project

There are two ways to close out your project, either by submitting a Final Disbursement or emailing your OPWC District Program Representative.

- Final Disbursement Request: If the request you are submitting is marked as the final request, once that disbursement is reconciled the project will be closed out. Be sure to flag the check box when first creating your request. It is located next to the "Change Order" check box.
- If you do not wish to request any further OPWC funds from this project, you can email your OPWC Program Representative and request to close out the project. It is important to note that your project must be at or below the OPWC participation rate and that once closed out, any unused funding will be returned to the district.

## Closing out a Clean Ohio Project with Acquisition Costs

Just as with closing out any OPWC-funded project, you will need to either submit a Final Disbursement or email your OPWC District Program Representative.

- However, if your Clean Ohio project involved an acquisition, when you submit a disbursement that is marked final, the project will not automatically be closed out once that disbursement is reconciled. You must upload a copy of the recorded deed, recorded deed restrictions, and signed settlement statement to the project files. Let your OPWC Program Representative know when this is complete, and then they will be able to close out your Clean Ohio project.