Office of the Geauga County Engineer
Geauga County Board of Commissioners
MRF Funding Checklist

Construction Project

_____ Applicant Meets with County Engineer to discuss the Merits of a Proposed Project

_____ Complete MRF Funding Application and Preliminary Improvement Plans

_____ Submit MRF Funding Application to BOCC

_____ Copy MRF Funding Application to GCE with Preliminary Improvement Plans

_____ GCE Reviews the Merits of the Request and Makes a Funding Recommendation

_____ BOCC Approves or Denies the MRF Funding Request

_____ If Approved, the BOCC also sets the Maximum Allocation for the Project

_____ Municipality completes the Improvement Plans and Bids the Project

_____ Municipality Requests Encumbrance of the MRF Funds (Appendix C)

_____ Final Bidding Improvement Plans are required to be submitted with Request

_____ Contractor Begins Construction

_____ Municipality Requests the Release of MRF Funds (Appendix D)

_____ Project Completion

_____ Municipality Submits a Final Report Detailing Final Project Costs (Appendix E)

Planning or Engineering MRF Funding

_____ Applicant Meets with County Engineer to discuss the Merits of a Proposed Project

_____ Complete MRF Funding Application and Planning or Engineering Scope of Work

_____ Submit MRF Funding Application to BOCC

_____ Copy MRF Funding Application to GCE with Scope of Work Document

_____ GCE Reviews the Merits of the Request and Makes a Funding Recommendation

_____ BOCC Approves or Denies the MRF Funding Request

_____ If Approved, the BOCC also sets the Maximum Allocation for the Project

_____ Municipality secures a Consultant for the Planning Study or Engineering Work

_____ Municipality Requests Encumbrance of the MRF Funds (Appendix C)

_____ Consultant Begins the Study or Engineering Work

_____ Municipality Requests the Release of MRF Funds (Appendix D)

_____ Study or Engineering Work Completion

_____ Municipality Submits a Final Report Detailing Final Project Costs (Appendix E)

Appendix A