

PUBLIC AGENCY Eligibility Checklist

For All

- Application Information page completed.
- Nondiscrimination Assurance & Authorized Representatives form – **signatures in blue ink required.**
- Acknowledgements page signature **required in blue ink**, of Executive Director of Organization (same as executive director on application page 1)
- Comprehensive written description on **letterhead** including:
 - information on operated facilities
 - services offered
 - staff levels & qualifications
 - number of persons served
 - fees charged if any. (pamphlets or brochures with this information are acceptable.)
- Annual Report or Financial Statement showing funding.

PE (Public Education)

- Copy of accreditation Certificate OR page from current Ohio Educational Director (OED) OR Board of Regents (Higher education) listing

PH (Public Health)

- Copy of current license from Ohio Dept. of Health, Mental Health, or certificate from Ohio Alcohol & Drug Addiction Svcs.

All Fire Departments

- Copy of page from current Fire Marshal's Directory.
- Evidence that personnel have been trained and are qualified to perform the functions of the program (list the names/qualifications)
- Copy of pharmaceutical license *if* dispensing drugs

Volunteer Fire Departments and Rescue Squads (Annual Update Required)

- Letter from appropriate representative (county manager or public safety office, mayor); stating that the fire dept or rescue squad is accepted as an integral part of the local safety program OR
- Copy of contract(s) with local governmental agency(ies)
- Evidence of public funds received for fire protection from budget officer (financial statement or annual report) if not included in contract (contract can serve both purposes IF required info within)

Notes: All public entities are eligible for both State & Federal Property.
Eligibility will normally be given/extended in three year increments.

PUBLIC FUNDS means such funds that have been appropriated by the state, county or local government in support of the function performed. An organization supported by grant or gift WOULD NOT fall in within the definition of a public agency. Should evidence be established by the applicant that, even though not fully funded by the public entity, it has been accepted by that public agency and is considered an integral part of the state, county, or local government as a QUASI-PUBLIC agency, carrying out for the residents of a given political area, one or more public purposes, such as PUBLIC SAFETY.