



Department of  
Development

**Ted Strickland**, Governor

**Lee Fisher**, Lt. Governor

Director, Ohio Department of Development

## 2008 Application for Grant Assistance



Department of  
Development

Economic Development Division

### Ohio Job Ready Sites

77 South High Street, 28<sup>TH</sup> Floor

P.O. Box 1001

Columbus, Ohio 43216-1001

(614) 466-2317

[www.odod.state.oh.us/edd/obd/jrs](http://www.odod.state.oh.us/edd/obd/jrs)

## **Who Can Apply for Assistance?**

1. Political subdivisions – means a municipal corporation, township, county, or other body corporate and politic responsible for governmental activities in a geographic area smaller than that of the state.
2. Non-profit economic development organizations - those nonprofit corporations, which for purposes of the Ohio Job Ready Sites (JRS) Program are defined under Ohio Revised Code (ORC) §1702, whose primary activities involve performing economic development functions in Ohio at the local, county, or regional levels.
3. Private, for-profit entities that obtain prior approval from the Director of the Ohio Department of Development (ODOD) to submit application materials.

## **One Applicant Should Complete this Application**

For each JRS Program application submitted for consideration, there must be named one (1) applicant. If awarded assistance, the applicant will be the grantee named under the JRS Program, with all grant management activities occurring between ODOD and the applicant. The applicant will enter into and manage all agreements as required under the JRS Program (e.g., the JRS Program grant agreement, price agreements, deed restrictions) or as otherwise necessary to complete the site improvement project, including partnership agreements with other political subdivisions or private entities. The applicant, therefore, will be solely responsible for properly managing the site improvement project and will act as the manager for the award of grant funds from ODOD.

This application can be completed by an entity other than the applicant, but the applicant is solely responsible for all materials submitted and the evaluation score assigned thereto.

## **Distribution of Awarded Grant Amounts**

Program grants approved by the State Controlling Board will be distributed as **reimbursement** of allowable costs incurred under the site improvement project. Requests for payment, including proof of payment by the grantee, shall be submitted to ODOD. If requested in this application (see page 10), and if ODOD determines it appropriate, a grantee may receive an advance in an amount not to exceed ten (10) percent of the awarded grant. Additional information regarding the distribution of awarded grant amounts can be found in the JRS Reimbursement Manual available at: <http://www.odod.state.oh.us/edd/obd/jrs/Grantee.htm>.

## Specific Instructions for Completing this Application

All information submitted in this application must be typed in Arial 12-point font, with one-inch page margins on each side: top, bottom, left, and right.

Please use the electronic application form available at [www.odod.state.oh.us/edd/obd/jrs](http://www.odod.state.oh.us/edd/obd/jrs) and maintain the formatting included in this document. To facilitate our review, applicants are strongly encouraged to submit the application in as concise a manner as possible; please limit submitted materials to a single binder, with a size of no more than 3 to 4 inches in thickness.

The electronic version of this application is protected. Only form fields can be used for entering data. The applicant may fill-in the requested information simply by pressing the *Tab* key to move between fields.

That portion of this document to be submitted to ODOD begins on page 3 and concludes on page 23. Materials should be submitted in the order shown in this document. Next to each required item in the tabbed sections of this application, a checkbox has been included to track your completion of the materials.

Submit three (3) original hard copies of the application and one (1) electronic copy on CD/DVD-ROM. The electronic copy must, to the extent possible, represent an entire and complete version of the application.

An applicant shall provide the balance of investment necessary to complete the site improvement project. Prior to execution of a JRS grant agreement, an applicant must demonstrate that all local match funds identified as part of the project have been made available or that a binding commitment for local match funds exists. Acceptable documentation of local match includes, but is not limited to, evidence of appropriation, encumbrance or commitment of the local investments made by the applicant and/or third party-project partners.

***Completed applications must be received by the relevant District Public Works Integrating Committee (DPWIC)<sup>1</sup> on or before 5:00 pm on Thursday, May 15, 2008.***

***Upon submission of the application, the Applicant must notify ODOD staff in writing (see Appendix D for an example notification letter).***

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<sup>1</sup> See Appendices B and C of this application for a DPWIC district map and list of contacts.



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**Project Name**

**Political  
Subdivision**

**2008 Application for  
Grant Assistance**

*Completed applications must be received  
by the relevant DPWIC on or before  
5:00 pm on Thursday, May 15, 2008.*

### **Applicant Authorization and Certification**

I understand that by signing this application, I grant the Ohio Department of Development or its authorized agents access to any records needed for verification and evaluation of the information provided in this application. I understand that completing and submitting this application does not guarantee that I will receive assistance under the Ohio Job Ready Sites Program.

I certify that the information I have provided in this application is, to the best of my knowledge, a true, accurate, and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under federal and state laws for knowingly making false or fraudulent statements.

---

Name of Eligible Applicant

---

Signature of Authorized Representative

Date

---

Printed Name of Authorized Representative

---

Title

Applicant Information	
Applicant Name	
Applicant Type	<input type="checkbox"/> Political subdivision <input type="checkbox"/> Non-profit economic development organization <input type="checkbox"/> Private, for-profit entity (if checked, attach approval by Director, ODOD)
Date Incorporated (for non-profit and for-profit entities only)	(If not in existence for 2 yrs, attach waiver)

Primary Contact/Manager of Site Improvement Project	
Name of Project Manager <sup>2</sup>	
Address	
City	
Zip Code	-
Phone	(   )   -
Fax	(   )   -
Cell	(   )   -
E-mail	@

Consultant, Law Firm or Other Third Party Assisting Applicant	
Name of Third Party	
Name of Primary Contact	
Address	
City	
Zip Code	-
Phone	(   )   -
Fax	(   )   -
Cell	(   )   -
E-mail	@

<sup>2</sup> Must be an officer or employee of the applicant.

**Site Improvement Project Information**

Name of Proposed Project			
Address			
City/Village/Township			
Zip Code	-		
County			
District Public Works Integrating Committee Number			
Proposed Site Certification <i>(See Appendix A for Definitions &amp; Standards)</i>	<input type="checkbox"/> Manufacturing (Heavy, Light, Clean) <input type="checkbox"/> Existing Industrial Building <input type="checkbox"/> Mega-Manufacturing Operation <input type="checkbox"/> Smart Office <input type="checkbox"/> Technical Center/Research Laboratories		
Political Subdivision(s) with Jurisdiction Over Property Comprising the Site Improvement Project <i>(Attach additional sheets as necessary)</i>	1	Subdivision Name: Address: City: Zip Code: County:	
	2	Subdivision Name: Address: City: Zip Code: County:	
	3	Subdivision Name: Address: City: Zip Code: County:	
Ohio Senate District No.			
Ohio House District No.			

### Tab A: Site Profile

- As of the time of application***, describe the site to be improved using the form included below. Non-applicable site attributes have been blacked out.
- Using no more than three (3) additional pages, describe the demographics, workforce availability, and relevant education institutions and attainment levels that exist within a 90-minute drive of the site improvement project.

#### Site Profile Form

##### Size

Total Acres:  Square Feet (if site includes building(s)):

##### Utilities

	Service Provider(s)	Location (e.g., at-site, within X miles/feet from site)	Main Size (in.)	Pressure (psi)	Switching	Pri- mary	Type of Service	Voltage	Fiber Optic (y/n)	Capacity (Look to Appendix A for associated units)
Water										
Sanitary Sewer										
Electric										
Gas										
Telecom										

## Tab A: Site Profile (Continued)

Transportation Access					
	Name	Distance (mi.)	Siding	Track Class <sup>3</sup>	Runway Length (ft.)
Interstate					
4-lane Lim. Acc. Hwy					
Railroad					
Primary Commercial Airport <sup>4</sup>					
Local Airport					
Water Port					
Public Transit Stop					
Tax Structure					
	County/Entity Taxes			Community Taxes (Tax District: )	
	Sales Tax	Income Tax	Real Estate Tax	City Sales Tax	Municipal Income Tax
Rate					
Unit					
Local Incentives in Place at the Site Improvement Project					
Enterprise Zone	Foreign Trade Zone	Community Reinvestment Area	Tax Increment Financing District	Other	
Other					
Air attainment status (8hr ozone, NOX, SOX and PM 2.5)					

<sup>3</sup> References to track class are as under 49 C.F.R. 213.9 and 213.307.

<sup>4</sup> A "primary commercial airport" is defined according to the Federal Aviation Administration's (FAA) definition of a Primary Commercial Service Airport. These are publicly owned airports that have at least 10,000 passenger boardings each calendar year and receive scheduled passenger service. Further information is available from the following link: [http://www.faa.gov/airports\\_airtraffic/airports/planning\\_capacity/passenger\\_allcargo\\_stats/categories/](http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/categories/).

**Tab B: Information on Investment in the Project**

Complete the following table:

A	B	C
Requested JRS Program Grant Amount	Local Match Investment	Total Costs <sup>5</sup> A + B = C
\$ _____	\$ _____	\$ _____
% of Total Costs: _____  Cannot exceed \$5 million or 75 percent of Total Costs.	% of Total Costs: _____  Local match can be comprised of financial and/or in-kind contributions <sup>6</sup> .  Cannot be less than 25 percent of Total Costs.	% of Total Costs: <u>100</u>

<sup>5</sup> Totals represented in this total costs formula must match those totals provided in the *Sources and Uses of Funds Schedule* (Tab C).

<sup>6</sup> Look to Section III (Eligibility) of the JRS Guidelines for detailed information regarding local match and eligible costs.

### Tab C: Sources and Uses of Funds

On additional pages, provide the following information.

- |                                 |   |
|---------------------------------|---|
| <input type="checkbox"/>        | Download and complete the electronic version of the <i>Sources and Uses of Funds Schedule</i> and insert it behind this page. The document is available at the following link: <a href="http://www.odod.state.oh.us/edd/obd/jrs">www.odod.state.oh.us/edd/obd/jrs</a> . |
| <input type="checkbox"/>        | Provide supporting documentation verifying the status of local match committed to the site improvement project shown in the <i>Sources and Uses of Funds Schedule</i> .   |
| <input type="checkbox"/>        | Provide supporting documentation verifying site improvement project cost estimates shown in the <i>Sources and Uses of Funds Schedule</i> .   |
| Yes<br><input type="checkbox"/> | If funded, applicant requests approval for up to a 10% advance of the grant amount awarded (mark choice). Provide a brief statement justifying the need for such an advance.  |
| No<br><input type="checkbox"/>  |   |

**ODOD reserves the right to reduce requested grant amounts for cost redundancies or other cost inefficiencies evident in the application materials.**

## Tab D: Physical Property Description

On additional pages, provide the following information.

- Describe the entire property comprising the site improvement project, including all legal boundaries (e.g., metes and bounds).
- Describe the current and anticipated future ownership structure comprising the site improvement project. Include in the description a discussion of any options held or to be executed, by whom, and how long those options will remain in effect.<sup>7</sup> Indicate relevant property owners' intent to participate in the site improvement project.
- Include location maps, property maps with color-coded or numbered parcels (utilize the format shown below as a guide), zoning maps, floodplain maps, topographical maps and aerial photo(s). In all such maps and photos, clearly mark the site to be improved.



Lot Number 85 Green Color Boundary  
Lot Number 86 Yellow Color Boundary

- Include an American Land Title Association (ALTA) Survey map that satisfies **2005 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys** (standard requirements available at the following link: <http://www.acsm.net/ALTA2005.pdf>).

-or-

An aerial survey, performed in accordance with the JRS guidelines.<sup>8</sup>

<sup>7</sup> If, at time of application, the applicant will acquire parcel(s) comprising the site through (1) a bargained-for exchange; or (2) donation to the applicant by a private person or other entity, and that donation constitutes all or part of the local match, describe fully the nature of the transaction(s), including the fair market value of the parcel(s) at the time of donation and the date of actual or anticipated closing.

<sup>8</sup> The JRS guidelines in effect for this funding round define an "aerial survey" as consisting of a recent ortho (vertical) aerial photograph, not more than two (2) months old, of the real property to be improved under an eligible project, taken by a camera with a recent United States Geological Survey camera calibration report. Overlaid to the photograph, to scale, is information of record including without limitation boundaries and easements, taken from a current preliminary title commitment. The aerial survey should disclose encroachments on or of the eligible project's real property by or onto adjoining properties, show any visual discrepancies with recorded documents, and be acceptable for title insurance underwriting.

**Tab D: Physical Property Description (Continued)**

<input type="checkbox"/>	Describe in full all significant obstacles to development, including easements, rights of way, waterways, wetlands, former mining activities, the existence of caverns, archeological/historical resources, historic structures on site, etc. <b>Ensure these obstacles are clearly marked on the ALTA Survey map or aerial survey map.</b>
<input type="checkbox"/>	Describe in full all prior uses and existing improvements on the site improvement project.
<input type="checkbox"/>	Include a current copy of the Phase 1 Environmental Site Assessments performed on the property comprising the site improvement project.

## Tab E: Site Improvement Plan

Using no more than seven (7) pages, provide the following information.

<input type="checkbox"/>	Provide a detailed summary, or “scope of work”, describing the specific improvements to be made under the site improvement project, including a description of work pertaining to acquiring, constructing, renovating, or demolishing buildings and structures (e.g., level of LEED-NC Certification, etc.); constructing roads; improving utility infrastructure; and/or remediating environmentally contaminated property at the site.
<input type="checkbox"/>	Submit a detailed site plan clearly marking the locations of proposed improvements, including any off-site improvements <sup>9</sup> .
<input type="checkbox"/>	If the applicant at all envisions sub-dividing the property within the first seven (7) years after the site is certified, include a discussion thereof.
<input type="checkbox"/>	Provide a detailed list of the individuals, organizations, wealth generating anchor(s) <sup>10</sup> , or other private or public entities playing critical roles in the site improvement project, including names, roles, and responsibilities of the applicant, landowners, contractors and entities providing local match investment. List any planned or active overlay agreements such as community authorities, cooperative economic development agreements (CEDA), tax increment financing (TIF) districts, or joint economic development districts (JEDD) that may be involved in the project.
<input type="checkbox"/>	If available, include a traffic impact study conducted at or on access route(s) to the site improvement project within the last five (5) years.
<input type="checkbox"/>	Include a timeline in the Gantt chart-type format.
<input type="checkbox"/>	If available, provide any preliminary engineering studies performed for the specific improvements to be made under the site improvement project (inclusion of such studies does not count toward page limit).
<input type="checkbox"/>	If the site improvement project contemplates the extension of public transit lines to the site, describe the length and type of service to operate at the project site.
<input type="checkbox"/>	If the site improvement project contemplates car sharing <sup>11</sup> at the project site, describe the length and type of service to operate at the project site.
<input type="checkbox"/>	If the site improvement project contemplates the use of shared parking <sup>12</sup> , describe the share plan among the surrounding facilities intended to use the parking.

<sup>9</sup> Look to Section III (Eligibility) of the JRS Guidelines for detailed information regarding off-site improvements.

<sup>10</sup> Look to Section II (Definitions) of the JRS Guidelines for the definition of a “wealth generating anchor.”

<sup>11</sup> “Car Sharing” is a program in which drivers pay membership in order to have joint access to a fleet of cars from common, reserved parking. Cars are reserved in advance and fees for use are normally based on time or miles driven. Car sharing does not include operations conducted by a car rental agency.

<sup>12</sup> “Shared parking” means that parking spaces are shared by more than one user, which allows parking facilities to be used more efficiently; it is a type of parking management. Shared parking takes advantage of the fact that most parking spaces are used only part time by a particular motorist or group, and many parking facilities have a significant portion of unused spaces, with utilization patterns that follow predictable daily, weekly and annual cycles.

### Tab F: Site Marketing Plan

Using no more than three (3) pages, provide the following information.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Describe the applicant's efforts to market and develop the site improvement project during the five (5) years leading up to the time of application. Include a discussion of the applicant's efforts to create the site, to acquire critical properties, to put in place end use controls and/or price agreements, and other efforts to prepare for site improvement work. |
| <input type="checkbox"/> | Describe the applicant's marketing plan for site development after improvements are completed and the site is "certified." Include a discussion of the specific resources, including appropriated funds, to be directed to maintaining the site in its certified condition and marketing the site to end users.  |

### Tab G: Statement of Need and Economic Impact

Using no more than three (3) pages, provide the following information.

Information gleaned from within this tab should answer the following example questions: Why is this project important to the community? What is the community's vision for the property? How does this property, once improved, fit into the community's economic development strategy?

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Describe the applicant's need to make improvements to the site improvement project. Include a discussion of the positive economic impact to occur at the local, regional, and state levels by making improvements to the site. If the site improvement project is comprised of any abandoned or vacant property, including existing buildings, discuss the length of time and the reason(s) for which the property exists in such condition. |
| <input type="checkbox"/> | Describe how the project ties-in with the surrounding area's priorities, as represented in comprehensive plans and community strategies. Include a <i>summary</i> of the relevant comprehensive plan and detail how the site improvement project is compatible therewith. Indicate any evidence of local support for the project and describe the site's ability to catalyze or anchor ongoing or future economic development in the area.   |
| <input type="checkbox"/> | Describe how the site improvement project will be developed to capture the region's industry cluster or strength. Please provide references to sources on selected industry strengths.   |
| <input type="checkbox"/> | Describe the applicant's specific need for financial assistance under the JRS Program to make improvements to the site improvement project. Describe how the planned improvements could not be made without state grant dollars.   |

## Tab H: Grant Management

Provide the following information.

- Complete the grant management experience form (Form H-1) to demonstrate the applicant's experience successfully managing federal, State, and/or other-sourced grants totaling at least \$500,000 during the five (5) years prior to submitting an application.

***Note: An applicant must obtain a waiver from the Director of ODOD if the applicant cannot show the required level of grant management experience.***

### Form H-1: Required Grant Management Experience<sup>13</sup>

Complete the following table (use additional sheets as necessary):

No.	Grant Name & Purpose of Award	Specific Funding Source	Total Grant Amount	Grant Status	Grant Term
1	Grant Name:	<input type="checkbox"/> Gov't agency:	\$ *	<input type="checkbox"/> Active <input type="checkbox"/> Closed**	/ / to / /
	Grant Purpose:	<input type="checkbox"/> Nonprofit agency: <input type="checkbox"/> Other:	*This grant ever subject to audit? <input type="checkbox"/> No, grant not audited <input type="checkbox"/> Yes, grant audited (provide explanation)	**Applicant/recipient complete grant according to all terms and conditions? <input type="checkbox"/> Yes, grant was successfully closed <input type="checkbox"/> No (provide explanation)	
2	Grant Name:	<input type="checkbox"/> Gov't agency:	\$ *	<input type="checkbox"/> Active <input type="checkbox"/> Closed**	/ / to / /
	Grant Purpose:	<input type="checkbox"/> Nonprofit agency: <input type="checkbox"/> Other:	*This grant ever subject to audit? <input type="checkbox"/> No, grant not audited <input type="checkbox"/> Yes, grant audited (provide explanation)	**Applicant/recipient complete grant according to all terms and conditions? <input type="checkbox"/> Yes, grant was successfully closed <input type="checkbox"/> No (provide explanation)	
3	Grant Name:	<input type="checkbox"/> Gov't agency:	\$ *	<input type="checkbox"/> Active <input type="checkbox"/> Closed**	/ / to / /
	Grant Purpose:	<input type="checkbox"/> Nonprofit agency: <input type="checkbox"/> Other:	*This grant ever subject to audit? <input type="checkbox"/> No, grant not audited <input type="checkbox"/> Yes, grant audited (provide explanation)	**Applicant/recipient complete grant according to all terms and conditions? <input type="checkbox"/> Yes, grant was successfully closed <input type="checkbox"/> No (provide explanation)	

<sup>13</sup> Applicant must demonstrate experience successfully managing federal, State, and/or other-sourced grants totaling at least \$500,000 during previous five (5) years.

**Tab I: Resolutions or Ordinances of Support**

Using Form I-1 as a guide, provide the following information.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Include copies of the resolution and/or ordinances adopted by any and all legislative authorities with primary jurisdiction over the geographic area in which the site improvement project is located.  |
| <input type="checkbox"/> | If available, include copies of letter(s) of support by a regional planning organization with jurisdiction over the geographic area in which the site improvement project is located.   |
| <input type="checkbox"/> | Include resolutions and/or ordinances adopted by the legislative authorit(ies) with jurisdiction over any utilities (including, but not limited to, natural gas, electric and telecommunications).  |
| <input type="checkbox"/> | <p>Include letters of commitment by utilities that serve the site improvement project, stating that adequate delivery and capacity opportunities exist for the site.</p> <p><b>Applicants are expected to meet personally with applicable utility providers prior to obtaining these letter(s) of commitment. The meeting date must be included in the letter. ODOD may reject applications for assistance in those instances in which utility providers were not appropriately consulted prior to submitting an application.</b></p> |

**ODOD may require additional resolutions and/or ordinances as necessary for cross-jurisdictional projects.**

## I-1: Sample Authorization Resolution

A RESOLUTION AUTHORIZING THE \_\_\_\_\_ TO FILE AN APPLICATION TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT, TO SUPPORT AN APPLICATION FOR ASSISTANCE UNDER THE OHIO JOB READY SITES PROGRAM.

WHEREAS, the State of Ohio, Department of Development, provides financial assistance to local governments for the purpose of developing speculative sites for future economic development opportunities;

WHEREAS, the \_\_\_\_\_ desires to participate by receiving financial assistance for \_\_\_\_\_ under the Ohio Job Ready Sites Program;

WHEREAS, the \_\_\_\_\_ has the authority to apply for financial assistance and to administer the amounts received from the State of Ohio, Department of Development, through its Ohio Job Ready Sites Program; and

WHEREAS, the \_\_\_\_\_ must direct and authorize the Site Improvement Project Manager to act in connection with the application and to provide such additional information as may be required.

NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_ of the \_\_\_\_\_ County, Ohio, \_\_\_\_\_ of all members thereof concurring:

Section 1. That \_\_\_\_\_ authorizes \_\_\_\_\_, as the official representative (the "Site Improvement Project Manager") of \_\_\_\_\_, to file an application to participate in the State of Ohio, Department of Development's, Ohio Job Ready Sites Program, and provide all information and documentation required in the application for submission.

Section 2. That the \_\_\_\_\_ hereby approves filing an application for financial assistance under the Ohio Job Ready Sites Program.

Section 3. That the \_\_\_\_\_ hereby understands and agrees that participation in the program will require compliance with program guidelines and assurances.

Section 4. That the \_\_\_\_\_ hereby commits itself to provide the relevant portions of the required local match investment, as indicated in the application.

PASSED: \_\_\_\_\_  
Date

### Tab J: Legal and Tax Documentation

Using Forms J-1 to J-3, Form W-9, and DMA, provide the following information.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Applicant affidavit, committing the applicant to using JRS Program funds only as according to law.   |
| <input type="checkbox"/> | Tax Information and Disclosure Form.   |
| <input type="checkbox"/> | Prior Legal Actions and Financial Liability Form.  |
| <input type="checkbox"/> | Download and complete the electronic version of the FormW-9 and insert it behind this page. Form W-9 is available at the following link:<br><a href="http://www.odod.state.oh.us/edd/obd/jrs/">http://www.odod.state.oh.us/edd/obd/jrs/</a>  |
| <input type="checkbox"/> | Download and complete the electronic version of the DMA and insert it behind this page. The DMA is available at the following link:<br><a href="http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf">http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf</a> |



**J-2: Tax Information and Disclosure Information**

I hereby **irrevocably** authorize the Tax Commissioner of the Ohio Department of Taxation or any agent designated by the Tax Commissioner of the Ohio Department of Taxation from the date below until the applicant(s) no longer is receiving funds from Ohio Department of Development (ODOD) or repaying funds back to ODOD or obligated in any way to ODOD to disclose to ODOD, the Director of ODOD or any designated employee of the Director, the amounts of any or all outstanding liabilities for commercial activity tax, corporation franchise tax, individual income tax, employer withholding tax, sales tax, use tax, or excise tax which are currently unpaid and certified to the Attorney General of the State of Ohio for collection.

I expressly waive notice of the disclosure(s) to ODOD by either the Tax Commissioner of the Ohio Department of Taxation or by any agent designated by the Tax Commissioner of the Ohio Department of Taxation. **I expressly waive the confidentiality provisions of Ohio law, including but not limited to, Section 5703.21 of the Ohio Revised Code, which would otherwise prohibit disclosure and agree to hold the Department of Taxation and its employees harmless with respect to the limited disclosure authorized herein.**

**This authorization is to be liberally interpreted and construed; any ambiguity shall be resolved in favor of the Tax Commissioner or the Ohio Department of Taxation.**

This authorization is binding on any and all heirs, beneficiaries, survivors, assigns, executors, administrators, successors, receivers, trustees, or other fiduciaries.

A photocopy or facsimile of this authorization is as valid as the original.

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

### J-3: Prior Legal Actions and Financial Liability Form

Have the applicant, related entities with which the applicant has entered into agreement for purposes of the site improvement project, or any officers:

- a. Been convicted of a felony?  Yes  No
- b. Been convicted of or enjoined from any violation of State or federal securities law?  Yes  No
- c. Been a party to any consent order or entry with respect to an alleged State or federal securities law violation?  Yes  No  
 Yes  No
- d. Been a defendant in a civil or criminal action?

If you have answered yes to any of the above, please attach a separate sheet with an explanation for each response.

\*\*\*

Explain any outstanding financial liabilities you, applicant, have with State or local governments in Ohio. Whether or not the amounts are being contested in a court of law, do you and/or your organization owe:

Any delinquent taxes to the State of Ohio (the "State"), a State agency, or a political subdivision of the State?

Yes  No

Any moneys to the State or a State agency for the administration or enforcement of the environmental laws of the State?

Yes  No

Any other moneys to the State, a State agency, or a political subdivision of the State that are past due?

Yes  No

Are you or the applicant(s) the subject of any existing tax lien?

Yes  No

If you have answered yes to any of the above, please attach a separate sheet with an explanation.

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

## Appendix A

<b>JRS Program Utility Standards for Site Certification Projects by Site Category<sup>14</sup></b>					
<b>Site Category</b>	<b>Water</b>	<b>Sanitary Sewer</b>	<b>Electric<sup>15</sup></b>	<b>Gas</b>	<b>Telecom</b>
<b>Manufacturing<sup>16</sup> (Heavy, Light, or Clean)</b>	0.50 MGD <sup>17</sup>	0.30 MGD	Adequate delivery voltage and capacity for 6MW demand with reliable service characteristics	300,000 CFH <sup>18</sup>	Reliable service via modern infrastructure. Looped fiber preferred
<b>Existing Industrial Building</b>	0.50 MGD	0.30 MGD	Adequate delivery voltage and capacity and reliable service characteristics	300,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred
<b>Mega Manufacturing Operation<sup>19</sup></b>	1.0 MGD	0.75 MGD	Adequate delivery voltage and capacity for 12MW demand with reliable service characteristics	600,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred
<b>Smart Office<sup>20</sup></b>	0.25 MGD	0.25 MGD	Adequate delivery voltage and capacity and reliable service characteristics	Gas available	Reliable service via modern infrastructure. Looped fiber preferred
<b>Technical Center/Research Laboratories<sup>21</sup></b>	0.50 MGD	0.30 MGD	Adequate delivery voltage and capacity and dual feed from separate subs	Gas available	Reliable service via modern infrastructure. Looped fiber preferred

<sup>14</sup> Upon completion of the proposed project, ODOT requires the utility infrastructure listed in Appendix A of this application to be present at the site improvement project at the available minimum capacities stated. The applicant must demonstrate available system capacity and delivery capability at site, including size of pipes/lines, etc.

<sup>15</sup> Adequate delivery voltage and capacity means there is sufficient voltage and reserve capacity in the electric system's network to support the designated demand requirement. Reliable service characteristics include substation(s) that are in close proximity to the property and the electric infrastructure is in good condition and safely located.

<sup>16</sup> Subdivision allowed but must maintain a reasonable minimum acreage for a single user or project.

<sup>17</sup> Million gallons per day.

<sup>18</sup> Cubic feet per hour

<sup>19</sup> Subdivision allowed but must maintain a reasonable minimum acreage for a single user or project.

<sup>20</sup> "Smart Office" is an office building that may be described generally as environmentally-friendly, designed for employee-wellness, uses modern building technology and houses operations which are not manufacturing, assembly, or distribution related functions. The building must (1) be certified as meeting the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) standards (environmentally-friendly component); (2) use healthy and efficient building, lighting, and HVAC design, use non-toxic building materials, furnishings, and office supplies (employee-wellness component); and (3) use modern building technology such as interior wireless service, interior fiber, spider web fiber optic service, direct digital wiring controls, modular wiring, accessible wiring and cabling conduits, and under floor cooling systems (modern building technology component). Information on LEED Certification can be found at the following link: <http://www.usgbc.org>.

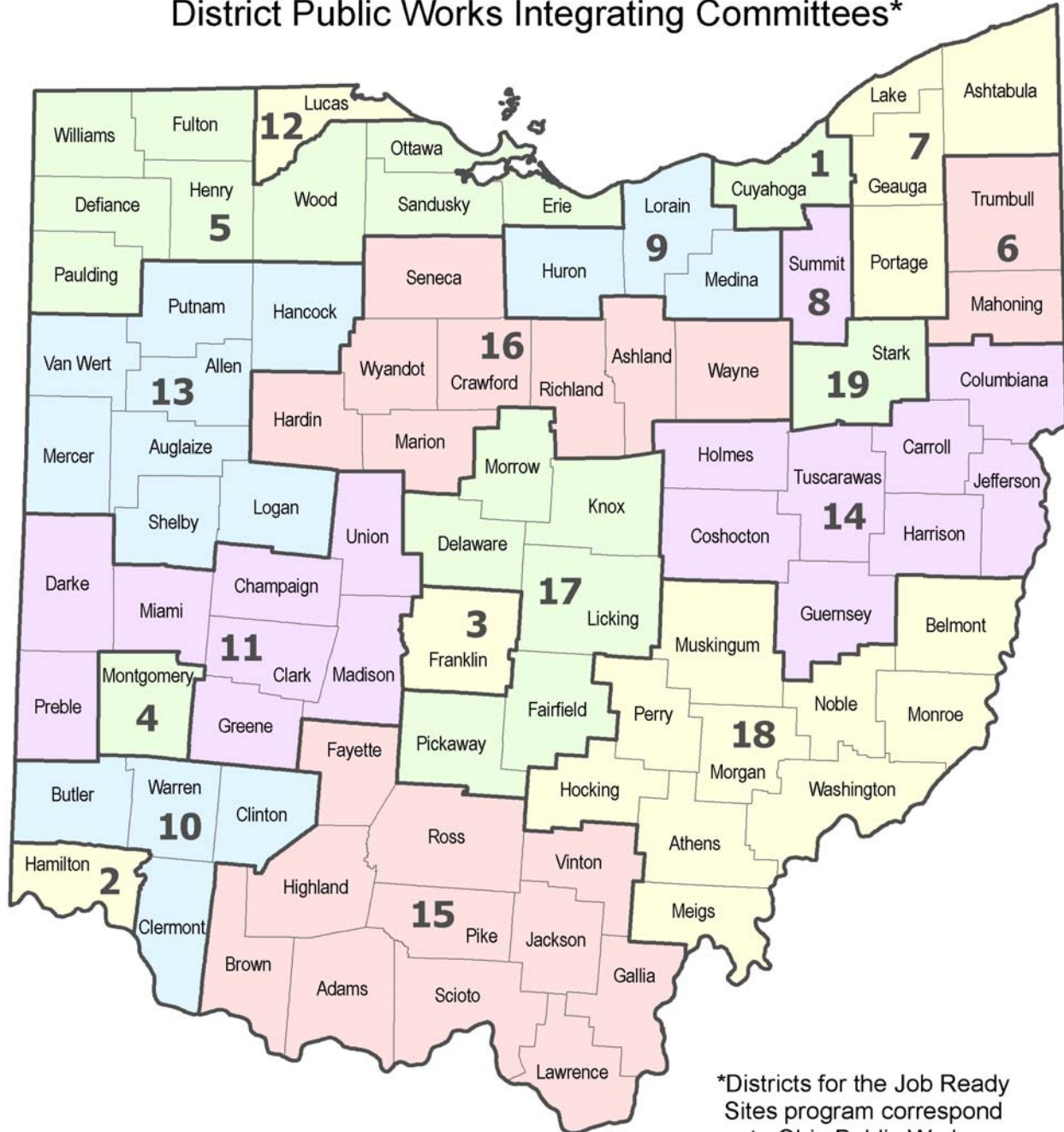
<sup>21</sup> "Technical Center/Research Laboratory" is office and/or lab space which primarily involves research and development activities conducted by scientists, researchers, and technicians working to discover information that is technological in nature, and which will be useful in developing new or improved products, processes, techniques, formulas, or inventions. Activities may include either or both direct and pure research. A direct research and development activity refers to research conducted to design, create, or formulate new or better products, equipment, or processes. A pure research and development activity refers to scientific or technological analysis, inquiry, and experimentation in the physical sciences.

**Appendix B**

# OHIO

## Job Ready Sites

### District Public Works Integrating Committees\*



\*Districts for the Job Ready Sites program correspond to Ohio Public Works Commission Districts

Prepared for the Economic Development Division, Ohio Department of Development (OSR 04/2006)

## Appendix C

DPWIC Contact List		
District	Chair	Liaison
1	Robert C. Klaiber Jr. 2100 Superior Viaduct Avenue Cleveland, OH 44113 PH: 216/348-3806 FAX: 216/348-3896 Email: <a href="mailto:rklaiber@cuyahogacounty.us">rklaiber@cuyahogacounty.us</a>	Claire M. Kilbane 323 Lakeside Avenue Suite 400 Cleveland, OH 44113-1603 PH: 216/443-3700 FAX: 216/443-3737 Email: <a href="mailto:ckilbane@cuyahogacounty.us">ckilbane@cuyahogacounty.us</a>
2	William W. Brayshaw Hamilton County Engineer 10480 Burlington Road Cincinnati, OH 45231 PH: 513/946-8902 FAX: 513/946-8901 Email: <a href="mailto:william.brayshaw@hamilton-co.org">william.brayshaw@hamilton-co.org</a>	Joseph D. Cottrill Hamilton Co Engineers Office 10480 Burlington Road Cincinnati, OH 45231 PH: 513/946-8906 FAX: 513/946-8901 Email: <a href="mailto:joe.cottrill@hamilton-co.org">joe.cottrill@hamilton-co.org</a>
3	Dean C. Ringle Franklin County Engineer 970 Dublin Road Columbus, OH 43215 PH: 614/462-3043 FAX: 614/462/3359 Email: <a href="mailto:dringle@fceo.co.franklin.oh.us">dringle@fceo.co.franklin.oh.us</a>	Wilma Yoder MORPC 111 Liberty St. Suite 100 Columbus, OH 43215 PH: 614/233-4175 FAX: 614/228-1904 Email: <a href="mailto:wiyoder@morpc.org">wiyoder@morpc.org</a>
4	Stephen Denlinger 9215 Access Road Brookville, OH 45309 PH: 937/424-9111 FAX: 937/424-9105 Email: <a href="mailto:sdenlinger@barrett paving.com">sdenlinger@barrett paving.com</a>	William Timmons Montgomery Co Engineer's Office 451 W. Third Street P.O. Box 972 Dayton, OH 45422 PH: 937/225-6361 FAX: 937/496-7441 Email: <a href="mailto:timmonsp@mcoho.org">timmonsp@mcoho.org</a>
5	Jack Meyers P.O. Box 469 554 River Road Huron, OH 44839 PH: 419/433-7303 FAX: 419/433-6214 Email: <a href="mailto:jmeyers@erie-county-ohio.net">jmeyers@erie-county-ohio.net</a>	Dennis Miller Maumee Valley Planning 1300 E Second Street Suite 200 Defiance, OH 43512 PH: 419-784-3882 FAX: 419/784-2061 Email: <a href="mailto:dmiller@mvpo.org">dmiller@mvpo.org</a>
6	Joseph Warino, P.E. Mahoning Co Sanitary Engineer 761 Industrial Road Youngstown, OH 44509 PH: 330/793-5514 FAX: 330/792-5270 Email: <a href="mailto:jwarino@mahoningcountyoh.gov">jwarino@mahoningcountyoh.gov</a>	Jim Wells 100 East Federal St. Suite 1000 Youngstown, OH 44503 PH: 330/779-3800 FAX: 330/779-3838 Email: <a href="mailto:jwells@eastgatecog.org">jwells@eastgatecog.org</a>

7	Robert L. Phillips 470 Center Street Building 5 Chardon, OH 44024-1068 PH: 440/286-3936 FAX: 440/285-9864 Email: <a href="mailto:rphillips@geaugaeng.org">rphillips@geaugaeng.org</a>	Mike Stone 470 Center St. Building 5 Chardon, OH 44024-1053 PH: 440/286-3936 FAX: 440/285-9864 Email: <a href="mailto:mstone@geaugaeng.org">mstone@geaugaeng.org</a>
8	Russell M. Pry 175 South Main Street Ohio Building 8 <sup>th</sup> Floor Akron, OH 44308-1314 PH: 330/643-2627 FAX: 330/643-2507 Email: <a href="mailto:rpry@summitoh.net">rpry@summitoh.net</a>	Nick Lautzenheiser Planning Administrator 175 South Main Street, Suite 207 Akron, OH 44308 PH: 330/643-7440 FAX: 330/643-2886 Email: <a href="mailto:nlautzenheiser@summitoh.net">nlautzenheiser@summitoh.net</a>
9	Kenneth P. Carney 247 Hadaway Street Elyria, OH 44035 PH: 440-329-5586 FAX: 440-329-5587 Email: <a href="mailto:LCeng_John@engineer.com">LCeng_John@engineer.com</a>	John Hamilton 247 Hadaway Street Elyria, OH 44035 PH: 440/329-5586 FAX: 440/329-5587 Email: <a href="mailto:LCeng_John@engineer.com">LCeng_John@engineer.com</a>
10	Loretta Rokey City of Milford 745 Center St – Suite 200 Milford, OH 45150 PH: 513/576-5460 FAX: 513/248-5096 Email: <a href="mailto:lrokey@milfordohio.org">lrokey@milfordohio.org</a>	Lori B. Libby Cntr./Public Mgmt. & Reg. Affairs 2 Harrison Hall – Miami University Oxford, OH 45056 PH: 513/529-6959 FAX: 513/529-6939 Email: <a href="mailto:libbylb@muohio.edu">libbylb@muohio.edu</a>
11	Steve Stolte Union Co Engineer's Office 233 W. Sixth Street County Office Building Marysville, OH 43040 PH: 937/645-3018 FAX: 937/645-3161 Email: <a href="mailto:SStolte@co.union.oh.us">SStolte@co.union.oh.us</a>	Thea Walsh Spring View Government Center 3130 E. Main St., Suite 2A Springfield, OH 45505 PH: 937/324-7753 FAX: 937/328-3940 Email: <a href="mailto:twalsh@clarkcountyohio.gov">twalsh@clarkcountyohio.gov</a>
12	Keith Earley One Government Center Suite 870 Toledo, OH 43604-2258 PH: 419/213-4541 FAX: 419/213-4598 Email: <a href="mailto:kearley@co.lucas.oh.us">kearley@co.lucas.oh.us</a>	Mark E. Drennen One Government Center Suite 870 Toledo, OH 43604-2258 PH: 419/213-4401 FAX: 419/213-4598 Email: <a href="mailto:mdrennen@co.lucas.oh.us">mdrennen@co.lucas.oh.us</a>
13	Scott Coleman Logan County Engineer's Office 1991 County Road 13 P.O. Box 427 Bellefontaine, OH 43311-0427 PH: 937/592-2791 FAX: 937/599-2658 Email: <a href="mailto:colemans@co.logan.oh.us">colemans@co.logan.oh.us</a>	James Wiechart Mercer Co Engineer's Office 321 Riley Street Celina, OH 45822 PH: 419/586-7759 FAX: 419/586-9887 Email: <a href="mailto:Jim.Wiechart@mercercountyohio.org">Jim.Wiechart@mercercountyohio.org</a>

14	<p>Frederick Wachtel  Coshocton County Engineer's Office  23194 County Road 621  Coshocton, OH 43812  PH: 740/622-2135  FAX: 740/623-6512  Email: <a href="mailto:fredwachtel@coshoctoncounty.net">fredwachtel@coshoctoncounty.net</a></p>	<p>Brenda Graham  100 W. Market Street  Courthouse  Cadiz, OH 43907  PH: 740/942-8867  FAX: 740/942-3034  Email: <a href="mailto:hcengbg1@verizon.net">hcengbg1@verizon.net</a></p>
15	<p>Dean Otworth  138 Bowers Ave.  P.O. Box 297  Hillsboro, OH 45133  PH: 937/393-3496  FAX: 937/393-3498  Email: <a href="mailto:dean@highlandcountyeng.org">dean@highlandcountyeng.org</a></p>	<p>Kim Reynolds  OVRDC  9329 State Route 220 East  Suite A  Waverly, OH 45690-9012  PH: 800/223-7491  FAX: 740/947-3468  Email: <a href="mailto:KReynolds@ovrdc.org">KReynolds@ovrdc.org</a></p>
16	<p>Gerald Potter  One Courthouse Square  Suite 100  Kenton, OH 43326  PH: 419/674-2205  FAX: 419/674-2272  Email: <a href="mailto:hccom@co.hardin.oh.us">hccom@co.hardin.oh.us</a></p>	<p>Richard D. Adair  Planning Commission  35 North Park Street  Mansfield, OH 44902  PH: 419/774-6205  FAX: 419/774-5685  Email: <a href="mailto:radair@rcrpc.org">radair@rcrpc.org</a></p>
17	<p>L. Randy Bush  Morrow County Court House  50 E. High Street  Mt. Gilead, OH 43338  PH: 419/947-4530  FAX: 419/947-4540  Email: <a href="mailto:mrwcoeng@rroho.com">mrwcoeng@rroho.com</a></p>	<p>Sue Spiker  Licking Co Planning Commission  20 S. Second Street  Newark, OH 43055  PH: 740/670-5208  FAX: 740/670-5197  Email: <a href="mailto:sspiker@lcounty.com">sspiker@lcounty.com</a></p>
18	<p>Fred Bennett  101 W. Main St.  Courthouse  St. Clairsville, OH 43950  PH: 740/699-2160  FAX: 740/695-8894  Email: <a href="mailto:fbennett@belmontcountyengineer.com">fbennett@belmontcountyengineer.com</a></p>	<p>Misty Casto  Buckeye Hills  PO Box 520  Reno, OH 45773  PH: 740/374-9436  FAX: 740/374-8038  Email: <a href="mailto:mcasto@buckeyeohills.org">mcasto@buckeyeohills.org</a></p>
19	<p>Mike Rehfus  Stark County Engineers Office  5165 Southway St., SW  Canton, OH 44706  PH: 330/477-6781  FAX: 330/477-3926  Email: <a href="mailto:MJRehfus@co.stark.oh.us">MJRehfus@co.stark.oh.us</a></p>	<p>Jeff Dotson  Regional Planning Commission  201 3<sup>rd</sup> Street North-East  Suite 201  Canton, OH 44702  PH: 330/451-7389  FAX: 330/451-7990  Email: <a href="mailto:jgdotson@co.stark.oh.us">jgdotson@co.stark.oh.us</a></p>

## Appendix D

Sample ODOD Notification Letter.

[Date]

Mr. Nathan J. Harber  
Administrator  
Ohio Job Ready Site Program  
77 South High Street, 28<sup>th</sup> Floor  
P.O. Box 1001  
Columbus, OH 43216-1001

### **RE: Submission of Job Ready Sites Program Application to DPWIC**

Dear Mr. Harber:

[Applicant Name] submitted following Job Ready Sites application to the District [DPWIC Number] Public Works Integrating Committee on [Date JRS Application Sent].

[Project Name]  
[City/Township/County]  
[Grant Amount Requested]

If you have any questions regarding this letter, please contact me at [Primary Contact's Phone Number] or [Primary Contact's E-mail].

Sincerely,

[Primary Contact's Name]  
[Primary Contact's Title]