

**OHIO JOB READY SITES PROGRAM
APPLICATION "COMPLETENESS" CHECKLIST**

Site Improvement Project Name: _____

Site Improvement Project Location: _____

Evaluator Name: _____ **Title:** _____ **DPWIC No.:** _____ **Date:** _____

Next to each listed item indicate whether the applicant *provided* the required item of information, or the applicant did *not provide* the information. For each listed item not provided by the applicant, the executive committee must notify the applicant in order to correct the deficiency(ies).

Complete this checklist and attach it to the respective application and scoring sheet submitted to the ODOD.

Required Item	N/A	Provided	Not Provided
Applicant meets the eligibility requirements of ORC §122.0815			
<ul style="list-style-type: none"> The application for the grant is made by an eligible applicant (political subdivisions, non-profit economic development organizations, and private, for-profit entities with prior approval from the Director of ODOD) 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> The project for which the application is made is an eligible project (sites and facilities primarily intended for commercial, industrial, or manufacturing use) 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Costs to be paid for with grant money are allowable costs (acquisition of land and buildings, building construction, improvements to land and buildings, planning or determining the feasibility or practicability of the site improvement project, obtaining surety bonds and costs of insurance premiums, remediation of environmentally contaminated property, infrastructure improvements) 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Not more than ten percent (10%) of the grant will pay for the costs of professional services 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> At least twenty-five percent (25%) of total costs for eligible project is paid for by local match 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> The grant amount requested does not exceed five million dollars 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Applicant Authorization and Certification – Page 4			
<ul style="list-style-type: none"> Name, date and signature 		<input type="checkbox"/>	<input type="checkbox"/>

Required Item	N/A	Provided	Not Provided
Applicant Information – Page 5			
• Applicant name and primary contact/project manager		<input type="checkbox"/>	<input type="checkbox"/>
• Applicant type		<input type="checkbox"/>	<input type="checkbox"/>
- If private, for-profit entity, waiver attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Date incorporated with applicant in existence for 2 yrs prior to application		<input type="checkbox"/>	<input type="checkbox"/>
- If not in existence for 2 yrs, waiver attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Contact information for consultant, law firm, or other third party assisting the applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Improvement Project Information – Page 6			
• Location or actual address of site improvement project		<input type="checkbox"/>	<input type="checkbox"/>
• DPWIC Number		<input type="checkbox"/>	<input type="checkbox"/>
- If site improvement project located in more than one DPWIC, application filed with DPWIC having greatest proportion of site improvement project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed site certification		<input type="checkbox"/>	<input type="checkbox"/>
• All political subdivision(s) listed with primary jurisdiction over site improvement project		<input type="checkbox"/>	<input type="checkbox"/>
• Ohio Senate and House districts		<input type="checkbox"/>	<input type="checkbox"/>
Site Profile – Tab A			
• Demographics, workforce, higher education availability		<input type="checkbox"/>	<input type="checkbox"/>
• Information included according to required format		<input type="checkbox"/>	<input type="checkbox"/>
• Information provided for the following:		<input type="checkbox"/>	<input type="checkbox"/>
Size		<input type="checkbox"/>	<input type="checkbox"/>
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Structure		<input type="checkbox"/>	<input type="checkbox"/>
Local Incentives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air attainment status		<input type="checkbox"/>	<input type="checkbox"/>
Information on Investment in the Project – Tab B			
• Completed total costs formula		<input type="checkbox"/>	<input type="checkbox"/>
Sources and Uses of Funds – Tab C			
• Completed Sources and Uses of Funds Schedule		<input type="checkbox"/>	<input type="checkbox"/>
• Provided supporting documentation		<input type="checkbox"/>	<input type="checkbox"/>
• Indicated desire for 10% and provided brief justification statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Item	N/A	Provided	Not Provided
Physical Property Description – Tab D			
<ul style="list-style-type: none"> Entire property comprising site improvement project, including all legal boundaries is described 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Current and future ownership structure described 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provided location maps, property maps with color-coded or numbered parcels, zoning maps floodplain maps, topographical maps and aerial photo(s), each with site clearly marked 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ALTA or Aerial Survey for the entire property comprising site improvement project 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Significant obstacles to development, including easements, rights of way, waterways, wetlands, former mining site, caverns, archeological/historical resources, historic structures on site, etc. are clearly marked on the ALTA Survey map or aerial survey map. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Described clearly the prior uses and existing improvements on site. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Phase I Environmental Site Assessment for the entire property comprising the project site 		<input type="checkbox"/>	<input type="checkbox"/>
Site Improvement Plan – Tab E			
<ul style="list-style-type: none"> Summary of specific improvements 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Site plan clearly marking all improvements 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sub-division plan description 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> List of all players critical to project 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Traffic impact study 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Timeline, in Gantt chart-type format 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Preliminary engineering studies 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Public transit description 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Car sharing description 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Shared parking description 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Marketing Plan – Tab F			
<ul style="list-style-type: none"> Description of previous 5-yr efforts to market and develop site 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Description of efforts to market site during post-certification period 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Item	N/A	Provided	Not Provided
Statement of Need – Tab G			
• Description of need to make improvements and positive economic impact		<input type="checkbox"/>	<input type="checkbox"/>
• Local and/or regional comprehensive plans and community strategy statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary of such plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter from regional or local planning official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Description of how the site will be marketed to the region’s industry cluster		<input type="checkbox"/>	<input type="checkbox"/>
• Description of need for financial assistance		<input type="checkbox"/>	<input type="checkbox"/>
Grant Management – Tab H			
• Completed Form H-1 (Grant Experience)		<input type="checkbox"/>	<input type="checkbox"/>
• Total \$500,000 management experience during 5 yrs prior to application		Yes <input type="checkbox"/>	No <input type="checkbox"/>
- If total \$500,000 management experience not shown, waiver attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution or Ordinance of Support – Tab I			
• Supplied resolutions or ordinances from legislative authorit(ies) with primary jurisdiction over geographic area		<input type="checkbox"/>	<input type="checkbox"/>
• Supplied letter(s) of regional support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Supplied resolutions or ordinances from legislative authorit(ies) with primary jurisdiction over any utilities		<input type="checkbox"/>	<input type="checkbox"/>
• Supplied letters of commitment by utilities that serve the site improvement project		<input type="checkbox"/>	<input type="checkbox"/>
Legal Documentation – Tab J			
• Applicant Affidavit		<input type="checkbox"/>	<input type="checkbox"/>
• Tax Information and Disclosure Form		<input type="checkbox"/>	<input type="checkbox"/>
• Prior Legal Actions and Financial Liability Form		<input type="checkbox"/>	<input type="checkbox"/>
• W-9		<input type="checkbox"/>	<input type="checkbox"/>
• DMA		<input type="checkbox"/>	<input type="checkbox"/>

First Review – application complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not complete, applicant notified in writing of missing application items during the designated cure period.	Sent on:	
	Due by:	
	Received:	
Second Review – application complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	