

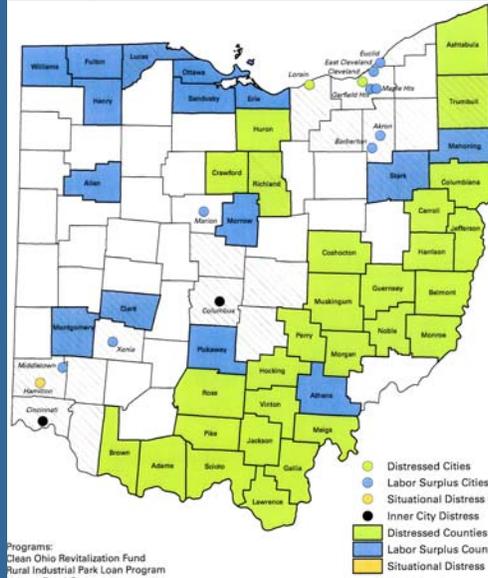
# Clean Ohio Assistance Fund Application Training

May 22, 2008

## Important Dates

- Applications July 1, 2008
- Public Notice 45 Days prior to public meeting
- PRAM or Site Visit Prior to Funding
- Brownfield Inventory Prior to ODOD submittal

# Priority Investment Map



# Clean Ohio Assistance Fund Policies



## COAF Policies

- Phase I ESA                      No longer funding
  - <http://www.epa.state.oh.us/derr/SABR/Brown/TBA/tba.html>
- Phase II ESA                      \$300,000
- Cleanup                              \$750,000

## COAF Policies

- Policy 3.11
  - The Assistance Fund will pay only for activities specifically required to undertake and complete the appropriate remediation to meet applicable cleanup standards under ORC Chapter 3734 and 3746.
- Policy 4.01
  - Applicants can only receive grant funds for eligible costs expended after the grant agreement has been executed.

## Application Process

- Policy 5.02
- Submit to Ohio EPA before application is received by ODOD
- Permission forms from all property owners



## COAF Policies

- Policy 6.01.1
- The applicant must post the following information on their website or other local government websites accessible to the community:
  - application summary
  - legal notice
  - contact information
- The web link will be displayed on the four feet by four feet sign.

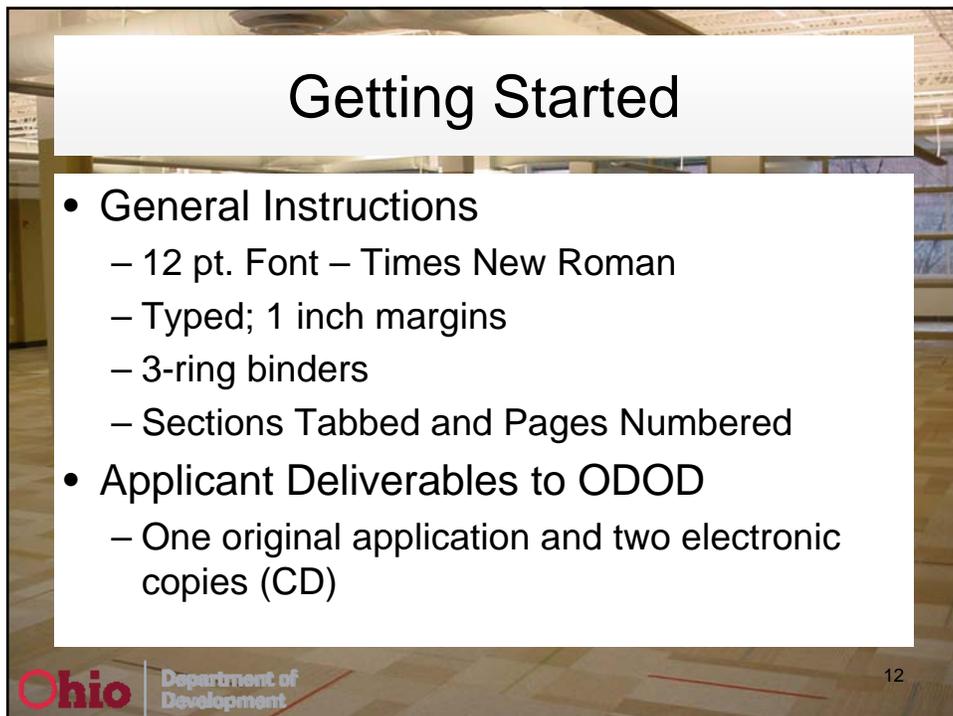
# Environmental Documents

- Policy 7.03
  - Cleanup projects subject to VAP (ORC 3746)
    - VAP compliant Phase I
    - Portions of VAP compliant Phase II
    - Support a remedial action plan and cost estimate
  - COAF Checklist eliminated
  - Less Phase II documentation

# Questions



## Phase II Application



## Getting Started

- General Instructions
  - 12 pt. Font – Times New Roman
  - Typed; 1 inch margins
  - 3-ring binders
  - Sections Tabbed and Pages Numbered
- Applicant Deliverables to ODOD
  - One original application and two electronic copies (CD)

## Phase II Application

- Applicant Authorization and Certification
- Applicant Information
- Project Information
  - Latitude and Longitude Coordinates at the center of the property

## Phase II Application

- A1 Application Summary
  - History
  - Current use
  - Adjacent properties
  - Number of buildings and current condition
  - Previous sampling
  - Redevelopment potential

# Phase II Application

- A2 Authorization Resolution or Ordinance
- A3 Supporting Resolution or Ordinance

Attachment 2 and/or 3  
SAMPLE  
AUTHORIZATION RESOLUTION OR ORDINANCE

A RESOLUTION AUTHORIZING THE \_\_\_\_\_ TO FILE AN APPLICATION TO THE STATE OF OHIO, TO PARTICIPATE IN THE CLEAN OHIO ASSISTANCE FUND.

WHEREAS, the State of Ohio, Department of Development, provides financial assistance to local governments for the purpose of addressing local needs; and

WHEREAS, the \_\_\_\_\_ desires to participate in the Program to receive financial assistance for PROJECT NAME \_\_\_\_\_, under the Clean Ohio Assistance Fund and

WHEREAS, the \_\_\_\_\_ has the authority to apply for financial assistance and to administer the amounts received from the State of Ohio, Department of Development, Clean Ohio Assistance Fund; and

WHEREAS, the \_\_\_\_\_ of the \_\_\_\_\_ must direct and authorize the (contact person) 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 \_\_\_\_\_, Ohio, \_\_\_\_\_ of all members thereof concurring:

Section 1. That \_\_\_\_\_ authorizes \_\_\_\_\_ as the official representative of \_\_\_\_\_ application to participate in the State of Ohio, Department of Development, and provide all information and documentation required in said Application for State of Ohio, Department of Development, Clean Ohio Assistance Fund submission.

Section 2. That the \_\_\_\_\_ hereby approves filing an application for financial assistance under the Clean Ohio Assistance Fund.

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

PASSED: (DATE) \_\_\_\_\_

## Phase II Application

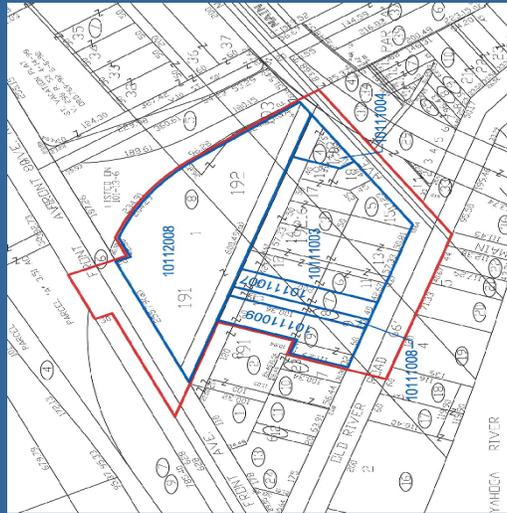
- A4 Development Partner Certification and partnership agreement
- A5 Clean Hands Affidavit
- A6 Tax Information and Disclosure Form
- A7 Financial Liability Form

## Phase II Application

- A8 Public Notice Documentation  
**(45 day public notice requirement)**
  - Library Receipt
  - Proof and copy of Newspaper publication
  - Photo of Sign and date posted
  - Comments received during public notice period
  - Sign-in sheet and minutes of public meeting
  - Web address



# Example Color Coded Parcel Map



# Example Legal Description

**M-E COMPANIES** Architectural Practice Planning, Management and Engineering

May 12, 2005

**DESCRIPTION OF 10.7298 ACRES  
NORTH OF FOREB STREET (PRIVATE)  
SOUTH OF DISNEY STREET (PRIVATE)  
WEST OF MACHBERG AVENUE  
CINCINNATI, OHIO**

Situated in the State of Ohio, County of Hamilton, City of Cincinnati, Section 26, Town 4, Fractional Range 2, Between the Miami, being all of that 10.7298 acre tract as described in a deed to The Kirk and Blum Manufacturing Company, of record in Deed Book 243, Page 170 and Deed Book 304, Page 741, also being shown and delineated in Plat Book 300, Page 45, all references herein being to the records located in the Recorder's Office, Hamilton County, Ohio and being particularly described as follows:

**Beginning FOR REFERENCE** at the intersection of the westerly right-of-way line of Machberg Avenue (60.00 feet in width) and the southerly right-of-way line of Disney Street (a private street, 60.00 feet in width). Thence North 81° 13' 30" West, along the southerly right-of-way line of said Disney Street, a distance of 600.72 feet to the **TRUE PLACE OF BEGINNING**;

Thence South 06° 40' 30" West, along the easterly line of said Kirk and Blum tract, a distance of 180.61 feet to a point;

Thence North 08° 17' 30" West, along the southerly line of said Kirk and Blum tract, a distance of 414.12 feet to a point;

Thence along the westerly lines of said Kirk and Blum tract the following courses:

1. North 06° 40' 30" East, a distance of 691.61 feet to a point;
2. South 84° 15' 30" East, a distance of 120.60 feet to a point;
3. North 06° 40' 30" East, a distance of 600.07 feet to a point in the southerly right-of-way line of said Disney Street;

Thence South 81° 13' 30" East, along said southerly right-of-way line, a distance of 280.00 feet to the **TRUE PLACE OF BEGINNING** and containing 10.7298 acres.

23 Triangle Park Drive, Suite 2200 • Cincinnati, Ohio 45206 • 513-942-3141 • Fax 513-881-2202 • info@m-e.companies.com

(Description of 10.7298 acres - cont'd)

Readings herein are based on a Plat of Survey of record in Plat Book 300, Page 45.

This description was prepared by M-E Companies, Civil Engineering Group by Jon (Brett) Adcock and reviewed and approved by Robert S. Wjyd, P.E. No. 4672.

  05/12/05 Date

23 Triangle Park Drive, Suite 2200 • Cincinnati, Ohio 45206 • 513-942-3141 • Fax 513-881-2202 • info@m-e.companies.com

## Phase II Application

- A11 Financial Audit
  - Provide website link
  - **Do not** send paper copy

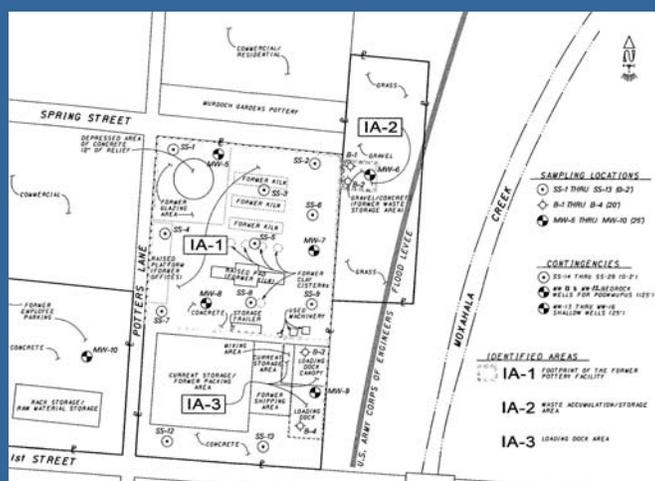
## Phase II Application

- A12 Project Assumptions and Cost Estimate (PACE)
  - Workplan
  - Field Investigation Table
  - Figure(s) showing identified areas
  - Timeline
  - Cost Estimate and detail supporting cost estimate
  - Limiting site conditions

# Field Investigation Table

FIELD INVESTIGATION TABLE				
SUMMARY OF PHASE I IDENTIFIED AREAS AND PROPOSED PHASE II INVESTIGATION				
Identified Area	Area Description	Chemicals of Concern	Proposed Field Investigation	Laboratory Analyses
IA-8 Former Electrical Room	<ul style="list-style-type: none"> <li>Historic location of transformers and electrical equipment</li> <li>Staining</li> <li>Potential for PCB leakage</li> <li>Wooden covered manhole w/ debris, staining, fill material</li> </ul>	PCBs PAHs TPH	Three grab soil samples will be collected from the transformer area	<u>Soil:</u> PCBs PAHs TPH

# Identified Area Map



# Schedule

TASK	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Wk 19
Schedule & Utilities	█	█																	
Field Work			█	█	█	█	█	█	█										
Lab Analysis				█	█	█	█	█	█	█	█	█	█	█					
Data Eval.										█	█	█	█	█	█	█	█	█	█
Report Prep.											█	█	█	█	█	█	█	█	█

# Cost Estimate

Category	Item	COAF Funds Unit Price	Quantity	COAF Total	Project Total
<b>Assessment</b>					
<b>Project Management</b>					
Labor Cost	Project Management and Oversight	\$ 4,300.00	1	\$ 4,300.00	\$ 4,300.00
			<b>Sub Total</b>	<b>\$ 4,300.00</b>	<b>\$ 4,300.00</b>
<b>Sampling and Field Work</b>					
Labor Cost	Sampling and Field Work	\$ 18,530.00	1	\$ 18,530.00	\$ 18,530.00
	Geophysical Survey	\$ 3,675.00	1	\$ 3,675.00	\$ 3,675.00
	Drilling	\$ 39,911.00	1	\$ 39,911.00	\$ 39,911.00
	Geotechnical Testing	\$ 2,664.00	1	\$ 2,664.00	\$ 2,664.00
	Investigative Waste Disposal	\$ 4,270.00	1	\$ 4,270.00	\$ 4,270.00
			<b>Sub Total</b>	<b>\$ 69,050.00</b>	<b>\$ 69,050.00</b>
<b>Equipment, Supplies, Travel</b>					
	Equipment and Travel Expenses	\$ 7,200.00	1	\$ 7,200.00	\$ 7,200.00
			<b>Sub Total</b>	<b>\$ 7,200.00</b>	<b>\$ 7,200.00</b>
<b>Analytical</b>					
	Laboratory Analysis	\$ 38,580.00	1	\$ 38,580.00	\$ 38,580.00
			<b>Sub Total</b>	<b>\$ 38,580.00</b>	<b>\$ 38,580.00</b>
<b>Report Preparation</b>					
Labor Cost	Data Evaluation	\$ 15,180.00	1	\$ 15,180.00	\$ 15,180.00
Labor Cost	Reporting	\$ 16,010.00	1	\$ 16,010.00	\$ 16,010.00
			<b>Sub Total</b>	<b>\$ 31,190.00</b>	<b>\$ 31,190.00</b>
<b>Project Total</b>				<b>\$ 150,320.00</b>	<b>\$ 150,320.00</b>

## Phase II Application

- A13 Copy of the Phase I Report
  - Copy of previous Phase II sampling (if Applicable)
    - Summary tables
    - Sampling maps
    - Phase II report summary text
    - **DO NOT** include analytical lab data

## Components of a Successful Application

- Eligible Property
- Access Agreement / Purchase Agreement
- 60/40 rule
- \$300,000
- 45 day public comment period
- Third party cost estimate for costs over \$15,000
- Legal description matches plat map

## Phase II Grant Deliverables

- To ODOD
  - One original copy and one electronic copy of a signed VAP compliant Phase II site assessment report and asbestos inspection report (if applicable)
- To Ohio EPA
  - One electronic copy of a signed VAP compliant Phase II site assessment report and asbestos inspection report (if applicable)

## Questions



# Cleanup Application

## Section A Project Information and Required Forms

# Cleanup Application

- Applicant Authorization and Certification
- Applicant Information
- Project Information
  - Latitude and Longitude Coordinates at the center of the property

## Cleanup Application

- A1 Authorization Resolution or Ordinance
- A2 Supporting Resolution or Ordinance

## Cleanup Application

- A3 Legal Description and Plat Map
- A4 Title or Access Agreement
- A5 CP Affidavit

# Remedial Action Plan

- Key document that describes all cleanup activities.
- Identifies cleanup standards to be met.
- Basis for cost estimates.
- Project schedule

# Remedial Action Plan

- 1.0 Project Property
  - Property boundaries
  - End use
  - Other regulatory program issues
    - BUSTR, RCRA, TSCA
  - Any institutional or engineering controls
  - Describe confirmation sampling

## Remedial Action Plan

- 2.0 to 6.0 Environmental Media
  - Soil, Ground water, indoor air, surface water, sediment:
    - Summary of contaminant levels
    - Applicable standards
    - Proposed remedy
    - Data summary using tables and figures

## Remedial Action Plan

- 7.0 Asbestos and 8.0 Contaminated building materials
  - Location, quantity, condition, proposed remedy.
- 9.0 General Waste Removal
  - PCB ballasts, mercury switches, infectious waste, lead paint debris
  - Description, location, quantity, proposed removal/recycling etc.
- 10.0 list
  - Gantt chart

## NOTICE: VAP Rule Change

- New rules drafted.
- Effective date of new rule – no sooner than Jan. 1, 2009.
- RAP must utilize the updated applicable standards of the proposed rules.
- Web link: <http://www.epa.state.oh.us/derr/vap/rules/vaprules.html>

## Cleanup Application

- A7 Project Assumptions and Cost Estimate (PACE)
  - Overall Costs
  - Major Tasks
  - Estimates for Soil, Groundwater and Other Environmental Media
  - Backfill Estimates
  - Demolition Estimates
  - General/Universal Waste Estimates
  - Detailed Costs
    - All subcontractor costs over \$25,000 (Need cost estimate)

Date Printed: 29-Jun-06		Task 1 Decommission Monitoring/Prod. Wells		Task 2 Soil Excavation, Transport, Dispose		Task 3 Confirmation Sampling	
COST ELEMENT	RATE	Hrs	\$	Hrs	\$	Hrs	\$
<b>LABOR CATEGORIES</b>							
PRINCIPAL	\$	0	\$0	0	\$0	0	\$0
CERTIFIED PROFESSIONAL	\$	0	\$0	0	\$0	0	\$0
PROJECT MNGR	\$	0	\$0	0	\$0	0	\$0
ENGINEER/HYDRO	\$	0	\$0	0	\$0	0	\$0
PROJ GEOLOGIST		0	\$0	0	\$0	0	\$0
GEOLOGIST		0	\$0	0	\$0	0	\$0
ENVIRON SCIENTIST		0	\$0	0	\$0	0	\$0
SR TECH/DRAFTER		0	\$0	0	\$0	0	\$0
FIELD/O&M TECHNICIAN		0	\$0	0	\$0	0	\$0
TECHNICIAN		0	\$0	0	\$0	0	\$0
WORD PROCESSOR		0	\$0	0	\$0	0	\$0
TOTAL LABOR HRS./\$							
EXPENSES (SEE PAGE 2)							
H & S/TRAVEL COSTS							
TOTAL SUBCONTRACTOR COSTS							
TOTAL EXPENSES							
CONTINGENCY - 10% (individual tasks)							
<b>TOTAL COAF CLEANUP COSTS</b>							
City Match							
COAF Request							

	\$/UNIT	Task 1 Decommission Monitoring/Prod.		Task 2 Soil Excavation, Transport, Dispose		Task 3 Confirmation Sampling	
		No.	\$	No.	\$	No.	\$
<b>2. DIRECT EXPENSES</b>							
<b>HEALTH &amp; SAFETY/TRAVEL</b>							
Miscellaneous	Cost	50		100		50	
Mileage (per mile)		350		800		400	
Vehicle (day)		0	\$0	0	\$0	0	\$0
Lodging		2		0		0	\$0
Meals		1		0		0	\$0
<b>TOTAL H &amp; S/TRAVEL</b>							
<b>SUBCONTRACTORS</b>							
ACM Friable Pipe Insulation Throughout (Lin Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Category II Non-Friable Transite Panels (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Category I Non-Friable Floor Tile (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Hot Water Tank Friable Insulation Bldg. 3A (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Category II Non-Friable Transite Gasket Bldg. 4A	\$	0	\$0	0	\$0	0	\$0
ACM Category I Non-Friable Pipe Insulation Bldg. 5A	\$	0	\$0	0	\$0	0	\$0
ACM Roofing Shingles 2nd Floor Bldg. 2A (Cu Yds)	\$	0	\$0	0	\$0	0	\$0
ACM Roof mastik ( 5 Gal Cans)	\$	0	\$0	0	\$0	0	\$0
ACM Friable Boiler Insulation (Cu Yds)	\$	0	\$0	0	\$0	0	\$0
ACM Friable Block Insulation Boiler #1 (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Friable Mud Drum Insulation (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Friable Asbestos Boiler #1 (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Friable Patch Material Northeast Boiler (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Boiler #1 Friable Packing Material (Lin Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Partial Dismantlement Boiler #2 To Access ACM	\$	0	\$0	0	\$0	0	\$0
ACM Friable Packing Material Boiler #3 (Sq Ft)	\$	0	\$0	0	\$0	0	\$0
ACM Friable Pipe Fittings Boiler #3 (Ea)	\$	0	\$0	0	\$0	0	\$0
ACM Door gaskets From Boiler Bldg. 3A (Ea)	\$	0	\$0	0	\$0	0	\$0
Lighting/Ballasts		0	\$0	0	\$0	0	\$0
Building Demotion LS		0	\$0	0	\$0	0	\$0
Mobilization of Soil Remediation Subcontractor		0	\$0	0	\$0	0	\$0
Soil Ex/Trans/Disposal/Backfill/ton - Non Haz		0	\$0	0	\$0	0	\$0
Haz Soil Ex/Trans/Disposal/Backfill/ton - Haz	\$	0	\$0	0	\$0	0	\$0
Confirmations Soil Samples - Metals		0	\$0	0	\$0	0	\$0
Driller - Well abandonment	Cost	0	\$0	0	\$0	0	\$0
<b>TOTAL SUBCONTRACTOR EXPENSES</b>							

Project - Remediation				
<b>Task 1 - Project Management &amp; Coordination (Including Bid Spec Development and Contractor Selection)</b>				
<b>Labor</b>				
0	hr.	Certified Professional	\$ 00 /hr.	\$ 00
0	hr.	Senior Project Manager	\$ 00 /hr.	\$ 00
0	hr.	Staff Geologist	\$ 00 /hr.	\$ 00
<b>Direct Costs</b>				
0	mi.	Vehicle Mileage	\$ 0 /mi.	\$ 00
				<b>Subtotal</b>
				\$ 00
<b>Task 2 - Removal Actions</b>				
<b>Labor</b>				
0	hr.	Senior Project Manager	\$ 00 /hr.	\$ 00
0	hr.	Staff Geologist	\$ 00 /hr.	\$ 00
<b>Direct Costs</b>				
2	ea.	Mobilization	\$ 00 /ea.	\$ 00
5	tons	Rem. Area #1 - Soil Excavate/Transport/Dispose/Replace	\$ /ton	\$ 70
7	tons	Rem. Area #2 - Soil Excavate/Transport/Dispose/Replace	\$ /ton	\$ 38
9	tons	Rem. Area #3 - Soil Excavate/Transport/Dispose/Replace	\$ /ton	\$ 18
0	tons	Rem. Area #4 - Soil Excavate/Transport/Dispose/Replace	\$ /ton	\$ 00
9	tons	Rem. Area #5 - Soil Excavate/Transport/Dispose/Replace	\$ /ton	\$ 18
8	tons	Rem. Area #6 - Soil Excavate/Transport/Dispose/Replace	\$ /ton	\$ 76
0	tons	Rem. Area #7 - Soil Excavate/Transport/Dispose/Replace (PCBs)	\$ /ton	\$ 00
0	mi.	Vehicle Mileage	\$ /mi.	\$ 00
				<b>Subtotal</b>
				\$ 20
<b>Task 3 - Confirmatory Sampling</b>				
<b>Labor</b>				
0	hr.	Senior Project Manager	\$ /hr.	\$ 00
0	hr.	Staff Geologist	\$ /hr.	\$ 00
<b>Direct Costs</b>				
1	LS	Sampling Supplies	\$ /ls.	\$ 00
0	ea.	VOCs Analysis (Methods 8260)	\$ /ea.	\$ 00
0	ea.	RCRA Metals Analysis (6000/7000 Series)	\$ /ea.	\$ 00
0	ea.	PNA Analysis (Method 8270)	\$ /ea.	\$ 00
0	ea.	PCB Analysis (Method 8082)	\$ /ea.	\$ 00
0	ea.	TPH-DRO (Method 8015)	\$ /ea.	\$ 00
0	mi.	Vehicle Mileage	\$ /mi.	\$ 00
				<b>Subtotal</b>
				\$ 00

## Example Contract Budget

Category	Item	COAF		Match Funds		Match Total	Project Item Total
		Unit Price	Quantity	Unit Price	Quantity		
<b>Demolition</b>							
Western Corner, & Eastern Buildings	Demolition (sqft)	304,738	1	304,738	899,559	1	899,559 \$ 1,204,297
Asbestos Cleanup/Remediation	Asbestos abatement	79,679	1	79,679	205,000	1	\$ 205,000 \$ 284,679
<b>Source Reduction</b>							
	Soil excavation, transport, disposal	138,150	1	138,150	209,292	1	\$ 209,292 \$ 347,442
	Contractor Mob.	2,650	1	2,650	14,600	1	\$ 14,600 \$ 17,250
	Backfill (ton)	2,085	1	2,085	26,287	1	\$ 26,287 \$ 28,372
	Frac Tanks				2,250	1	\$ 2,250 \$ 2,250
Anaerobic Reductive Dechlor.	Installation of injection points (per point)	111	18	2,000	2,785	1	\$ 2,785 \$ 4,785
	Injection of ARD Compounds (lump)	69,890	2	139,780			\$ 139,780
<b>Analytical</b>							
Source Reduction	VOC (per sample)	145	10	1,450			\$ 1,450
Anaerobic Reduction Dechlor.	Post-injection ground water monitoring (per eve)	725	3	2,175			\$ 2,175
Confirmatory Soil Sampling	Direct-Push Soil borings (per boring)				5,713	1	\$ 5,713 \$ 5,713
	VOC (per sample)				30,267	1	\$ 30,267 \$ 30,267
Source Reduction	Pre-injection ground water analysis (per event)				695	1	\$ 695 \$ 695
<b>CP costs</b>							
	Project Management (per hr)	13,309	1	13,309	12,783	1.00	\$ 12,783 \$ 26,092
	Remediation oversight (per hr)	22,155	1	22,155	35,194	1	\$ 35,194 \$ 57,349
	Asbestos monitoring and Reporting (per hr)				53,678	1	\$ 53,678 \$ 53,678
	Risk Assessment (per hr)	7,159	1	7,159			\$ 7,159
	Pre-injection ground water monitoring -1 event				2,095	1	\$ 2,095 \$ 2,095
	Post-injection ground water monitoring -3 event	5,625	1	5,625			\$ 5,625
	NFA Report (per hr)	17,010	1	17,010			\$ 17,010
	NFA Fee	12,000	1	12,000			\$ 12,000
<b>Contingency</b>							
<b>Total Costs</b>				<b>\$ 749,965</b>			<b>\$ 1,500,178 \$ 2,250,143</b>

# Cleanup Application

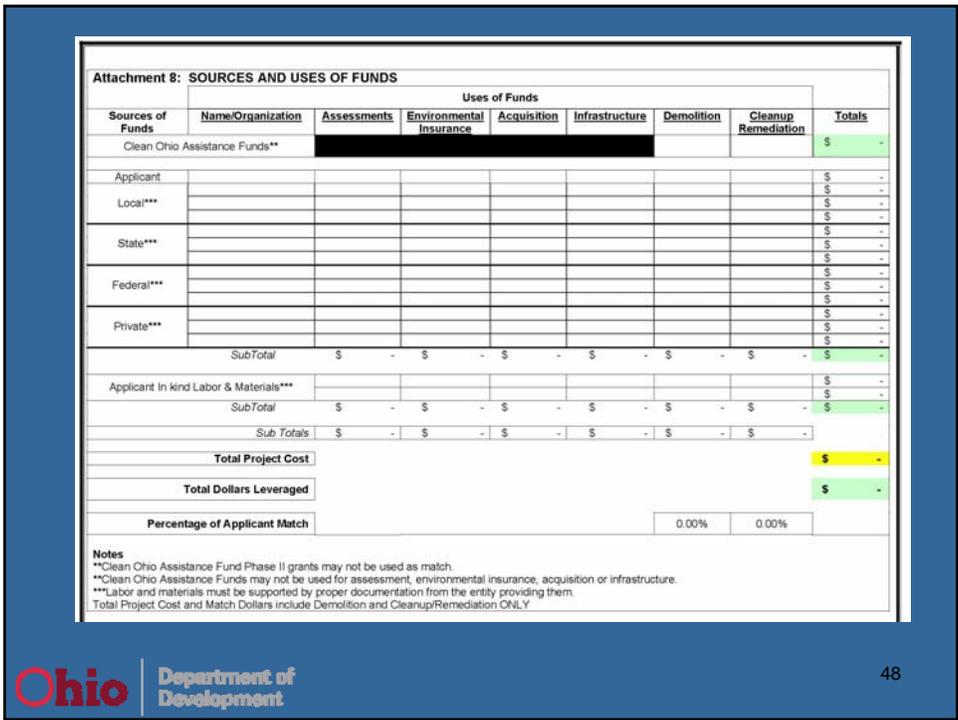
- A8 Sources and Uses
  - All future match dollars must have supporting documentation and/or commitment letters



**Attachment 8: SOURCES AND USES OF FUNDS**

Sources of Funds	Name/Organization	Uses of Funds						Totals
		Assessments	Environmental Insurance	Acquisition	Infrastructure	Demolition	Cleanup Remediation	
Clean Ohio Assistance Funds**								\$ -
Applicant								\$ -
Local***								\$ -
State***								\$ -
Federal***								\$ -
Private***								\$ -
SubTotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Applicant In kind Labor & Materials***								\$ -
Sub Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Cost</b>								<b>\$ -</b>
<b>Total Dollars Leveraged</b>								<b>\$ -</b>
<b>Percentage of Applicant Match</b>						0.00%	0.00%	

**Notes**  
 \*\*Clean Ohio Assistance Fund Phase II grants may not be used as match.  
 \*\*\*Clean Ohio Assistance Funds may not be used for assessment, environmental insurance, acquisition or infrastructure.  
 \*\*\*Labor and materials must be supported by proper documentation from the entity providing them.  
 Total Project Cost and Match Dollars include Demolition and Cleanup/Remediation ONLY.



## Cleanup Application

- A9 Development Partner Authorization and Certification
- A10 Partnership Agreement
- A11 Clean Hands Affidavit
- A12 Tax Information and Disclosure Form

## Cleanup Application

- A13 Financial Liability Form
- A14 Financial Audit
  - Do not send paper copy
- A15 Public Participation
- A16 Changes made to application as a result of public process

## Cleanup Application

- A17 VAP Phase I and/or Closure Document
  - If VAP cleanup project:
    - Attach VAP Phase I
    - Attach portions of VAP Phase II (A 18)
    - Supports RAP and Cost Estimate

## Cleanup Application

- A17- Hazardous Waste Closure Project
  - Cleanup Plan
    - March 2008 Closure Plan Review Guidance
    - Closure by removal, or
    - Risk-based closure
  - Itemized closure cost estimate
  - Note: If funded, Ohio EPA director approval will be required before project implementation.

## Cleanup Application

- A17- Generator Closure
  - Cleanup Plan
    - Follow Closure Plan Review Guidance for accumulation areas.
  - Cost Estimate

## Cleanup Application

- A17- Solid Waste Closure
  - Copy of OEPA Director approval letter of closure plan.
  - Clarify closure activities to be funded by COAF.
  - Note:
    - See guidance for COF funding at landfills:  
<http://www.odod.state.oh.us/ud/CORFRoundFour.htm>
    - Hazardous substances above standards must be present to determine extent of COF funding.

## Cleanup Application

- A18 VAP Phase II Information
  - Limited information to support RAP and cost estimate.
  - No COAF Checklist
  - Reduce volume of paper in application
  - Excluded information should be part of the NFA Letter upon completion of cleanup and will be subject to Ohio EPA review at that time.
  - Complete assessment still expected.

## Cleanup Application

- A18 VAP Phase II Information
  - Provide these portions of the VAP Phase II report.
    - Text/narrative of Phase II report.
    - Summary tables
    - Figures, cross-sections, and maps
    - Description of property covered by the Phase II.
    - Soil boring or test pit logs
    - Asbestos survey reports

# Cleanup Application

- A18 VAP Phase II Information
  - DO NOT PROVIDE this information:
    - Analytical lab data reports
    - ODNR well logs
    - Resumes
    - Well development forms/field sampling sheets
    - Standard operating procedures
    - Geotechnical reports
    - Monitoring well logs/construction diagrams
    - Geophysical surveys
    - Modeling worksheets and output files
    - Hydraulic evaluation data (i.e. pump/slug test data)

# Cleanup Application

## Part B Redevelopment Plans and Economic Benefit

# Cleanup Application

- **Application Summary**

1-2 paragraphs for each of the following item

- Goal of Brownfield Project
  - End user, jobs, wages, total investment, taxes
  - Master Plan
  - Sources of funding
- History
- Environmental Benefit
- Readiness

# Cleanup Application

- A18 Known end user
  - Company letter
  - Signed by an authorized company signatory

**Appendix**  
Known End User – Sample End User Commitment Letter

Date

Ohio Department of Development  
Urban Development Division  
77 S. High St., 26<sup>th</sup> Floor  
Columbus, Ohio 43216

To Whom It May Concern:

If the (Project Name) project located at (Project Address) is funded with a Clean Ohio Assistance Fund (COAF) Grant, (Company Name) plans to invest (Dollar Amount) to develop (square feet) of (commercial, industrial or retail) space or (number of housing units) on the project property.

**(Commercial/Industrial projects use the following paragraph)**

Development will occur within five years from the COAF grant agreement Effective Date assuming completion of the "Remediation Project" and "No Further Action Letter" has been issued within three years of the Effective Date. This will result in approximately (number of new jobs) and/or (number of retained jobs) at the property with an average wage of (hourly average wage).

Attached is evidence of available financing to complete the planned development at the property (Bank letter, Documentation of Equity, etc.).

**(Residential projects use the following paragraph)**

A minimum of 20% of the proposed units will start construction within one year of the completed cleanup and will be completed by (Completion Date) within an estimated expenditure of (total cost for construction). Attached is evidence of available financing to complete the planned development at the property (Bank letter, Documentation of Equity, etc.).

Attached is evidence of available financing to complete the planned development at the property (Bank letter, Documentation of Equity, etc.).

**(All letters must include the following paragraph)**

I also certify that I have the authority to make this commitment of behalf of the company/business, and that we have the resources to finalize the financing package identified above and shown in the community's application for funds.

Yours truly,

Chief Executive Officer or Authorized Company Representative (Signature)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Witness)

# Cleanup Application

- A19 End User's Business/Marketing Plan
  - Business Concept
  - Financial Features and requirements
  - Current business position

**Note: Should not exceed four pages**

## Cleanup Application

- A20 Architectural renderings
- A21 Sources of capital for new development
- A22 Community wide land use or economic development plan

## Components of a Successful Application

- End User
- Project Readiness
- Eligible Property
- Access Agreement / Purchase Agreement
- \$750,000
- 45 day public comment period
- RAP and PACE
- Third party cost estimate for costs over \$25,000
- Legal description matches plat map

# Questions