

THE CLEAN OHIO COUNCIL
77 SOUTH HIGH STREET
P.O. BOX 1001
COLUMBUS, OHIO 43216-1001
(614) 995-2292

[CORF Application Website](#)

CLEAN OHIO REVITALIZATION FUND

General Application Instructions and Style Guide

November 2011



Clean**Ohio**Fund

Please complete this application carefully. Read fully the general instructions and follow each direction provided.

- ❖ Per CORF Policy 8.02 applicants must hold a Project Resource and Advisory Meeting that includes a visit to the project property with the Ohio Department of Development and the Ohio Environmental Protection Agency prior to the submission of the application to the library. Applicants must complete a registration form for the meeting at <http://clean.ohio.gov/BrownfieldRevitalization/SiteVisits.htm>
- ❖ Per CORF Policy 8.03 applicants must complete a request for inclusion to the Ohio Brownfield Inventory prior to application submittal to the public library. Applicants must complete all required information including the Local Government's Permission Form and the Property Owner's Permission Form (if not the local government). In addition, applicants must submit at least two digital (jpeg) photographs of the property that they would like displayed on Ohio EPA's website. Forms to be completed are located at: <http://www.derr.epa.ohio.gov/Process.aspx>
- ❖ The CORF application is now available in PDF with fill-in fields. In order to save the document once complete Adobe Reader version 10 or newer must be used. To download the newest version of Adobe Reader [click here](#).
- ❖ Applications must include Part A: Application Summary, Eligibility Criteria, and Required Environmental Information and Part B: Selection Methodology (Scoring Criteria).
- ❖ Applications must be submitted in ring binders only. Multiple binders are acceptable. **Do not overload binders.**
- ❖ Pages of the application without fill-in fields shall be typed using font size no smaller than 12-point.
- ❖ Each section of the application must be tabbed to delineate individual attachments (as indicated within parts A and B of the application).
- ❖ All pages must be numbered indicating the section, attachment number and page number (i.e., A1-1, A1-2, A1-3). Hand numbering will be accepted.
- ❖ All map legend text must use no smaller than 10-point font.

Important Deadlines for Application Submittals:

December 28, 2011:

PRAM meeting request forms due to ODOD (meetings are not required to be completed by this date only the request form to set up the meeting)

Forms are available on the Clean Ohio Revitalization Fund website:
<http://clean.ohio.gov/BrownfieldRevitalization/SiteVisits.htm>

January 13, 2012:

Brownfield Inventory Program Enrollment
(Mailed or E-mailed applications are accepted)

Mail to: Sydney Poole
Ohio EPA – SABR
PO BOX 1049
Columbus, Ohio 43216-1049
Phone (614) 644-3751
Fax (614) 644-3146
Email to: sydney.poole@epa.state.oh.us

January 20, 2012:

One complete paper copy of the CORF Application due in the Applicant's Public Library

January 25, 2012

One disk copy in PDF format of the CORF Application and one copy of the required printed portions of the application in a ring binder due to the Ohio Department of Development and Ohio EPA Offices ([Contact Information](#))

Required Printed Portions of the Application:

Introductory Section - Applicant Information, Project Information, Project Funds

Attachment A1 – Application Summary Document

Attachment A4 – Property Description including all maps/figures

Attachment A7 – Concept Plan and Timeline including all maps/figures

Attachment A8 – Sources and Uses Worksheet

Attachment A18 – Remedial Action Plan

Attachment A19 – Project Assumptions/Cost Estimate

Attachment A20 – VAP Phase I Report

Print text, maps, figures and tables ONLY

Provide the complete VAP Phase I Report with attachments on the disk copy

Attachment A21 – VAP Phase II Report

Print text, maps, figures, tables, and soil boring logs only

Provide the complete VAP Phase II Report with attachments on the disk copy

NOTE: If included as part of the Phase I or II reports provide a hard copy of the asbestos survey and/or risk assessment

Application for Clean Ohio Revitalization Funds

March 16, 2012

One paper copy of the CORF Application **with original signed documents** (including Public notice requirements and Attachments A16 and A17, if applicable) and one disk copy of the CORF Application in PDF format to the Ohio Public Works (OPWC) District Integrating Committee Liaison

Mail to or Deliver to OPWC District Integrating Committee Liaison for the district in which your project is located. Contact your District Liaison prior to sending in your application to verify mail or drop-off location. Visit OPWC website for the list of liaisons in your area:
<http://www.pwc.state.oh.us/chair.txt.htm>

NOTICE REGARDING APPLICATION REVIEW

1. ODOD and Ohio EPA, on behalf of the Clean Ohio Council, may make use of resources beyond the materials submitted in each application and/or request additional documentation from applicants, as necessary. This may include, but is not limited to, documentation available from published and other sources related to the project and which supports or verifies the content of the application.
2. Requests for additional information from applicants will include a due date by which applicants must submit responses.

Contact Information:

ODOD, Office of Redevelopment

77 S. High St., 26th Floor
Columbus, OH 43215-6130
Phone: 614-995-2292
Fax: 614-466-4053
Email: redvelopment@development.ohio.gov
Website: <http://clean.ohio.gov/BrownfieldRevitalization/Default.htm>

OEPA, Division of Environmental Response and Revitalization, Site Assessment and Brownfield Revitalization Program

<u>For Mail Delivery:</u>	<u>For courier or hand delivery:</u>
P.O. Box 1049	50 W. Town Street, Suite 700
Columbus, OH 43216-1049	Columbus, Ohio 43216-1049
Phone: 614-644-2924	
Fax: 614-644-3146	
Website: http://www.epa.state.oh.us/derr/SABR/sabr.aspx	

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CLEAN OHIO REVITALIZATION FUND APPLICATION FOR FUNDING

Part A – Application Summary, Eligibility Criteria, and Required Environmental Information

Updated November 2011



Clean**Ohio**Fund

Application for Clean Ohio Revitalization Funds

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 filling out this application does not guarantee that I will receive assistance.

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 law for knowingly making false or fraudulent statements.

Applicant

Signature

Date

Name (Print)

Title

Application for Clean Ohio Revitalization Funds

Application Scoring Track

I understand by checking the box below this application will be reviewed pursuant to the scoring criteria set forth in the chosen track. I understand the track chosen may not be revised or changed once submitted to the public library.

KNOWN END USER TRACK

REDEVELOPMENT READY TRACK

APPLICANT INFORMATION

Applicant Name	
Applicant Address	
CEO Name	
CEO Phone Number	
CEO Email Address	
CEO Fax Number	
Project Contact (Applicant's staff—not CP or Development Partner)	
Project Contact Address	
Project Contact Phone Number	
Project Contact Email	
Project Contact Fax Number	
Development Partner (Entity Legal Name)	

Application for Clean Ohio Revitalization Funds

Development Partner Contact Name	
Development Partner Address	
Development Partner Phone Number	
Development Partner Email	
Certified Professional Name	
Certified Professional Certification Number	
Certified Professional Address	
Certified Professional Phone	
Certified Professional Email	

PROJECT INFORMATION	
Project Name	
Former Property Name(s)	
Property Address City, State, Zip	
Acreage	
Parcel Numbers	
Census Tract(s)	
Latitude and Longitude - Center of Property (Decimal Degrees)	
Eligible Property Type (Industrial, Commercial, or Institutional Property Formerly Owned by the State of Ohio)	
OPWC District	
Ohio House District	
Ohio Senate District	
US Congressional District	

Application for Clean Ohio Revitalization Funds

<i>PROJECT FUNDS</i>	
Amount Requested	
Match (Minimum 25% of Total Project Costs)	
Total Project Costs	

**PART A
REQUIRED INFORMATION**

Attachment A1	Application Summary Document.
Attachment A2	Authorization Resolution or Ordinance approving project from the Applicant. Sample included as Attachment A2.
Attachment A3	Supporting Resolution or Ordinance from legislative authority(ies) of the community in which the property is located supporting the application submittal. Sample included as Attachment A3.
Attachment A4	Copy of legal description and plat map or survey map. The plat map or survey map must include survey points and distances, color-coded or numbered parcels and match the legal description. (Legal descriptions should be from the property deed and/or stamped and signed by a licensed surveyor)
Attachment A5	Copy of title(s) and access agreement(s), if applicable, for the entire project property. If applicant or development partner plans to acquire the property, include a signed purchase agreement, an affidavit from the applicant or development partner stating that the purchase price has been agreed upon and the anticipated date of closing.
Attachment A6	Affidavit by Certified Professional for Clean Ohio Revitalization Fund Application.
Attachment A7	Known End User Track: End User Commitment Letter, Dun and Bradstreet Report, Business Plan , Concept Plan, Time schedule for redevelopment; Redevelopment Ready Track: Time schedule for redevelopment;

Application for Clean Ohio Revitalization Funds

<p>Attachment A8</p>	<p>Sources and Uses of Funds Worksheet. Provide proposed financing, including the amount requested and any match. This Attachment prints on Legal size paper</p> <p>NOTE: COMPLETE THE APPROPRIATE WORKSHEET FOR THE APPLICATION SCORING TRACK CHOSEN</p> <p>A Microsoft Excel version of this document is available at the following webpage: Attachment A8 Sources and Uses</p>
<p>Attachment A9</p>	<p>Supporting Documentation for Match. Provide documentation for matching funds identified on the Sources and Uses Worksheet in Attachment A8.</p>
<p>Attachment A10</p>	<p>Development Partners – Authorization and Certification Form (if applicable). Form included as Attachment A10.</p>
<p>Attachment A11</p>	<p>Signed agreement between the Applicant and Development Partner (if applicable) for the project property.</p>
<p>Attachment A12</p>	<p>Clean Hands Affidavit (signed by Applicant and Development Partner). Form included as Attachment A12.</p>
<p>Attachment A13</p>	<p>Tax Information and Disclosure Information Form (signed by Development Partner ONLY). Form included as Attachment A13.</p>
<p>Attachment A14</p>	<p>Financial Liability Form (signed by Applicant and Development Partner). Form included as Attachment A14.</p>
<p>Attachment A15</p>	<p>Public Notice Requirements Copy of receipt from public library for the application, proof and copy of newspaper publication of the notice, photograph of the sign posted at the property and the date posted, and website address. See CORF Policies Section 9 Public Participation: http://clean.ohio.gov/BrownfieldRevitalization/Default.htm</p>

Application for Clean Ohio Revitalization Funds

Attachment A16	Copies of public comments received during the 45-day comment period and minutes of the public meeting.
Attachment A17	List of changes made to application only as a result of a documented response to the public process.
Attachment A18	Remedial Action Plan. A description of the proposed cleanup or remediation that includes timeframes and actions to meet applicable standards. Provide information for all items in the format provided as Attachment A18.
Attachment A19	Project Assumptions and Cost Estimate (PACE) Utilize format included as Attachment A19.
Attachment A20	VAP Phase I Report And/or Cleanup/Closure Plan (for ORC 3734 – Hazardous or Solid Waste Projects)
Attachment A21	Portions of VAP Compliant Phase II Report

Attachment A1
Application Summary Document

Total length of the application summary must not exceed four pages, including graphics, be of printed size 8.5 inches x 11 inches, and have a font size no smaller than 12. All statements made in the summary must be supported in the appropriate attachment(s) (i.e. number of jobs listed in the Application Summary must correspond with the jobs listed in each end user's Letter of Commitment Attachment A7).

Provide a brief overview of the project including but not limited to the following items:

1. Goal of the brownfield project.
 - a. Economic Benefit:
 - i. FOR KNOWN END USER: Include information regarding the end user, number of jobs created and/or retained and wages, total project costs, estimated dollars to be leveraged, taxes generated as a result of the project (i.e. real estate, income taxes).
 - ii. FOR REDEVELOPMENT READY: Include information regarding the location of the project property to sources of commerce, onsite infrastructure, marketability of the property, target market(s), estimated increase in property value.
 - b. Community Benefit: Include a description of how the project fits into the adopted strategic plan for the community and/or adopted Development Plan for the site. Also describe how this project will benefit low-income residents and/or impoverished communities.
 - c. Other Funding Sources: Include a description of match dollars to be obtained and used for the project, and any other funding that will assist or has assisted in the success of the project.
2. History of the project property.
3. Environmental improvements and benefits.
 - a. Cleanup Benefits: Include a description of the cleanup activities proposed for the project as well as any associated environmental benefits (i.e. reduction to threats to human health and the environment)
 - b. Sustainability: Include a description of how the project incorporates sustainable activities during the cleanup and redevelopment activities, including, but not limited to:
 - i. Recycling of demolition materials and any non-structural items (i.e. architectural features, windows, doors).
 - ii. Minimizing any storm water run-off impacts from the site during and after remediation activities (i.e. drainage swales, landscaped planters, rain gardens, or green roofs on new construction).
 - iii. Utilizing green building techniques (i.e. LEED standards).
 - iv. Utilizing alternative and sustainable energy sources during and after remediation activities (i.e. solar and/or wind to operate a ground water pump-and-treat system or a sub-slab vapor extraction system, or to offset grid power to any new construction).
4. Project's readiness to proceed if funded.

Application for Clean Ohio Revitalization Funds

Attachment A2

SAMPLE

AUTHORIZATION RESOLUTION OR ORDINANCE

A (RESOLUTION OR ORDINANCE) AUTHORIZING THE (NAME OF APPLICANT) TO FILE AN APPLICATION TO THE STATE OF OHIO, TO PARTICIPATE IN THE CLEAN OHIO REVITALIZATION 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 (NAME OF APPLICANT) desires to participate in the Program to receive financial assistance for (PROJECT NAME) under the Clean Ohio Revitalization Fund and

WHEREAS, the (NAME OF APPLICANT) has the authority to apply for financial assistance and to administer the amounts received from the State of Ohio, Clean Ohio Council, Clean Ohio Revitalization Fund

WHEREAS, the (NAME OF APPLICANT) must direct and authorize the (APPLICATION 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 (BOARD OR COUNCIL) of the (NAME OF APPLICANT), Ohio, with a majority of members thereof concurring:

Section 1. That (BOARD OR COUNCIL) authorizes (CONTACT PERSON) as the official representative of (NAME OF APPLICANT) 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, Clean Ohio Council, Clean Ohio Revitalization Fund submission.

Section 2. That the (NAME OF APPLICANT) hereby approves filing an application for financial assistance under the Clean Ohio Revitalization Fund.

Section 3. That the (NAME OF APPLICANT) hereby understands and agrees that participation in the Program will require compliance with program guidelines and assurances.

Section 4. That the (NAME OF APPLICANT) hereby commits itself to provide the match as described in the application.

I hereby certify that the above is a true and accurate copy of a resolution adopted at the (DATE) regular meeting of the (BOARD OR COUNCIL).

CERTIFIED BY: _____
NAME, TITLE AND DATE

Application for Clean Ohio Revitalization Funds

Attachment A3

Sample

SUPPORT RESOLUTION OR ORDINANCE

A (RESOLUTION OR ORDINANCE) IN SUPPORT OF AN APPLICATION TO THE CLEAN OHIO COUNCIL

WHEREAS, (NAME OF SUPPORTER) IS INTERESTED IN SUPORTING THE (NAME OF APPLICANT) APPLICATION TO THE CLEAN OHIO COUNCIL FOR THE CLEAN OHIO REVITALIZATION FUND – (NAME OF PROJECT)

WHEREAS, The State of Ohio, through the Clean Ohio Council, provides financial assistance to local governments for the purpose of addressing local needs; and

WHEREAS, (NAME OF APPLICANT) is submitting a Clean Ohio Revitalization Fund Program Application to complete eligible activities, including but not limited to the performance of remedial activities at the (NAME OF PROJECT) redevelopment project; and

WHEREAS, (PROJECT NAME) is an approximately (#) acre property located principally at (PROJECT ADDRESS) identified as Permanent Parcels Numbers (PARCEL ID NUMBERS) and located within the boundary of (NAME OF SUPPORTER JURISDICTION)

WHEREAS, (NAME OF APPLICANT) intends to remediate the property, which formerly operated as the (FORMER NAME or OPERATION) for redevelopment into (PROPERTY END USE); and

WHEREAS, (NAME OF SUPPORTER) is committed to working with (NAME OF APPLICANT) to prepare and submit the Application for the Clean Ohio Revitalization Fund to pursue the remediation and redevelopment of the property; and

WHEREAS, the Clean Ohio Revitalization Fund grant is vital to making the completion of the (PROJECT NAME) redevelopment project economically feasible.

NOW, THEREFORE BE IT HERBY RESOLVED that the (NAME OF SUPPORTER) approves and authorizes (NAME OF APPLICANT) to submit a Clean Ohio Revitalization Fund application for work at the (PROJECT NAME), and that the District (OPWC DISTRICT #) Integrating Committee and the Clean Ohio Council are encouraged to fund this innovative and worthwhile project.

I hereby certify that the above is a true and accurate copy of a resolution adopted at the (DATE) regular meeting of the (NAME OF SUPPORTER BOARD OR COUNCIL).

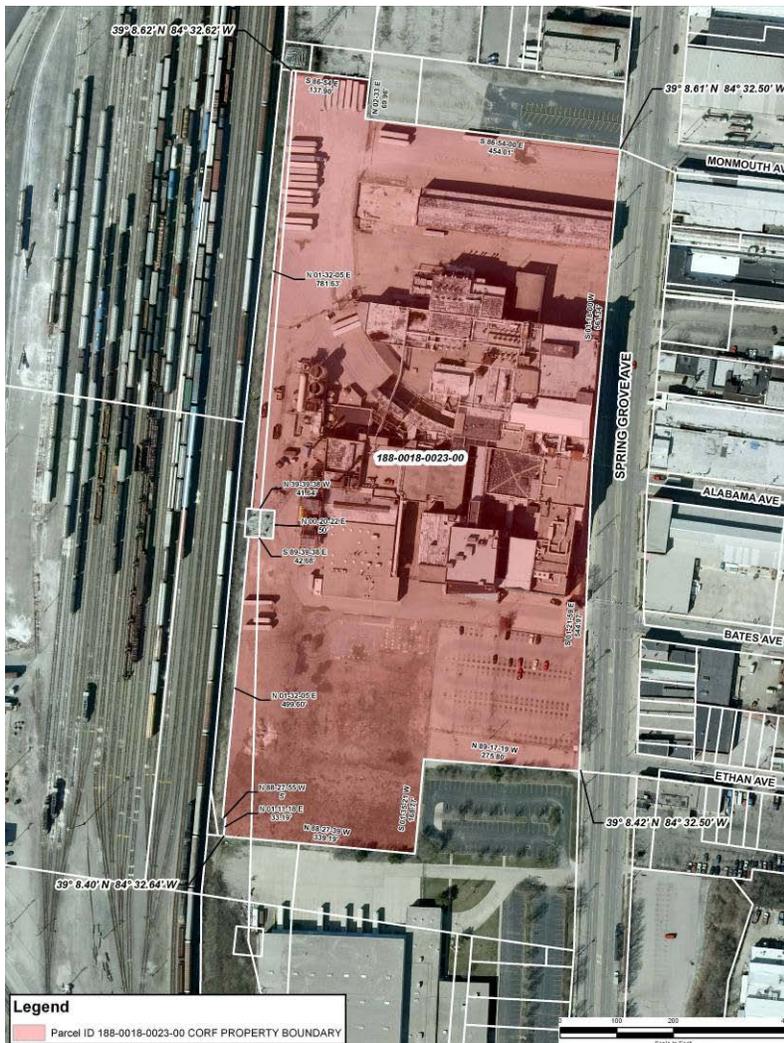
CERTIFIED BY: _____
NAME, TITLE AND DATE

Attachment A4

Legal Description
Survey or Plat Map

The property boundaries are defined by the Applicant, and can be a portion of a parcel, a single parcel or multiple contiguous parcels. The property must have been used for commercial, industrial or institutional purposes to be eligible for the CORF program. To evaluate the application, the size of the property, ownership of the property and access to the property must be accurately documented. Provide the following:

- Legal description
 - Provide a legal description(s) either from the property deed(s) or a site specific description stamped and signed by a licensed surveyor
- Plat Map(s) or Survey Map
 - Color-code parcels per legal description (see example below)
 - Include survey points and distances (metes and bounds)
 - If available, overlay map on aerial photograph



As shown here, indicate through the use of color coding parcels within the project area and describe them in a legend.

Attachment A5

Title

Access Agreement

Purchase Agreement

Applicants must provide a copy of the current title(s) for the entire project property. If the Applicant is not the current owner, an access agreement must be provided. Access agreements must be for a time period that covers the date the application enters the library through NFA Approval (48 months). Access agreements must be between the applicant and the property owner not the applicant's development partner or consultant.

If the property will transfer during the application process or after award a copy of the signed purchase agreement is required. A purchase price and proposed schedule for closing must be included in the agreement.

If the property is owned by a Potentially Responsible Party (PRP), a purchase agreement for sale of the property is required. A purchase price and proposed schedule for closing must be included in the agreement.

Application for Clean Ohio Revitalization Funds

Further affiant sayeth naught.

Signature of Affiant

Sworn to and subscribed in my presence this ____ day of _____, ____.

Signature of Notary Public

Printed or typed name: _____

My commission expires: _____

**A certified professional shall not use his/her stamp at this point in the process.*

Attachment A7
Concept Plan and Schedule

Required for Known End User track:

- End User Commitment Letter
- Dun and Bradstreet Report
- Business Plan
- Concept Plan for redevelopment including a master site plan figure
- Time schedule for development in Gantt format indicating all major milestones from project implementation through complete redevelopment.

Please refer to [Appendix 1](#) for required End User documentation and a sample commitment letter; refer to [Appendix 2](#) for additional concept plan information and a sample LEED resolution/ordinance

Required for Redevelopment Ready track:

- Time schedule for project completion in Gantt format with key project milestones

Application for Clean Ohio Revitalization Funds

Attachment A8
Sources and Uses of Funds

Complete the appropriate worksheet for the application scoring track chosen.

If Match dollars for the project include the use of a TIF (Tax Increment Financing) applicants must provide a timeline showing when the TIF dollars will be available for use, when the work funded by the TIF is scheduled to begin and when that work is to be completed.

A Microsoft Excel version of the Sources and Uses table is available on Urban Development Division's website:

<http://clean.ohio.gov/BrownfieldRevitalization/RevitalizationFundApplication.htm>

This version will calculate match percentages and total project cost as you enter your project cost information.

Attachment A9
Supporting Documentation for Match

Provide documentation for all match dollars identified on the Sources and Uses of Funds Worksheet.

For previously expended match dollars supporting documentation includes approved invoices with corresponding cancelled checks or check register.

For match to be expended in the future supporting documentation includes commitment letter(s) from the entity providing the match funds specifically detailing the amount of funds pledged and its purpose.

Application for Clean Ohio Revitalization Funds

Attachment A8: SOURCES AND USES OF FUNDS - KNOWN END USER TRACK

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

Notes

*Clearance = Non Hazardous Solid Waste Removal (e.g. clearing or grubbing of vegetation, trees or organic material prior to remediation)
 **Clean Ohio Revitalization Funds may not be used for assessments, environmental insurance or clearance.
 **Clean Ohio Assistance Funds may not be used as match or added to the total project cost.
 ***Labor and materials must be supported by proper documentation from the entity providing them.
 ****Percentage Required Match must be at least 25%.
 NOTE: Additional Documentation is required for match dollars in the form of a TIF. Please see page 18 of Part A for details.

Application for Clean Ohio Revitalization Funds

Attachment A8: SOURCES AND USES OF FUNDS - REDEVELOPMENT READY TRACK

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

Notes

*Clearance = Non Hazardous Solid Waste Removal (e.g. clearing or grubbing of vegetation, trees or organic material prior to remediation)
 **For the Redevelopment Ready track Clean Ohio Revitalization Funds may not be used for assessments, environmental insurance, clearance, acquisition or infrastructure.
 **Clean Ohio Assistance Funds may not be used as match or added to the total project cost.
 ***Labor and materials must be supported by proper documentation from the entity providing them.
 ****Percentage Required Match must be at least 25%.
 NOTE: Additional Documentation is required for match dollars in the form of a TIF. Please see page 18 of Part A for details.

Application for Clean Ohio Revitalization Funds

Attachment A10

Development Partner 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 filling out this application does not guarantee that the Applicant will receive assistance.

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 law for knowingly making false or fraudulent statements.

Development Partner

Signature Date

Name (Print) Title

Application for Clean Ohio Revitalization Funds

Attachment A11

Partnership Agreement

(Provided by Applicant if applicable)

Agreement must be complete and signed.

Application for Clean Ohio Revitalization Funds

Attachment A12

“CLEAN HANDS” AFFIDAVIT

(Must be completed by Administrative Applicant of Record and any additional applicant(s))

STATE OF OHIO _____)
COUNTY OF _____)

I, _____
(authorized representative of applicant or development partner)

being first duly sworn, depose and state that I have personal knowledge of, and certify, the following:

1. Neither this applicant nor a preceding organization or entity of this applicant, if any, caused or contributed, either in whole or in part, to the release of hazardous substances or petroleum on the property that is the subject of this application. Neither this applicant nor a preceding organization or entity of this applicant, if any, had any hands on involvement with or control over hazardous substances or petroleum that resulted in a release, or conducted any hands on activities that contributed, in whole or in part, to a release on the property.
2. I understand that I may be found guilty of a felony resulting in a fine of not less than ten thousand dollars (\$10,000) or more than twenty-five thousand dollars (\$25,000), or imprisoned not less than two (2) years or more than four (4) years, or both, for knowingly signing and submitting a false affidavit.

Signature Date

Name/Applicant Name/Title

Sworn to before me and signed in my presence this _____ day of _____, 20_____.

Notary Public

Application for Clean Ohio Revitalization Funds

**Attachment A13
Tax Information and Disclosure Information
(Completed by Development Partner ONLY)**

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 the Clean Ohio Council or repaying funds back to the Clean Ohio Council or obligated in any way to the Clean Ohio Council to disclose to the Clean Ohio Council, the Director of the Ohio Department of Development or any designated employee of the Director the amounts of any or all outstanding liabilities for corporation franchise tax, commercial activity 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 the Clean Ohio Council or the Ohio Department of Development 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.

Signature

Date

Name/Applicant Name/Title

Application for Clean Ohio Revitalization Funds

Attachment A13
TAX INFORMATION AND DISCLOSURE STATEMENT CONTINUED

Applicant Full Legal Name and Address	
Names and Addresses of any Affiliates (If necessary, attach a separate form for each affiliate listing each of the numbers set forth below.)	
Federal Tax Identification Number**	
Ohio Franchise Tax I.D. Number or other Ohio Tax I.D. Number**	

** The Federal Tax Identification Number Ohio Franchise Tax I.D. Numbers are **NOT** required until the application is submitted to the District Integrating Committees for review.

Application for Clean Ohio Revitalization Funds

**Attachment A14
Financial Liability Form**

Explain any outstanding financial liabilities you (applicant or development partner) 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 monies to the State or a state agency for the administration or enforcement of the environmental laws of the State?

Yes No

Any other monies 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 answered "yes" to any of the above, please provide details of each instance including, but not limited to, the location, amounts, and case identification numbers (if applicable). Attach additional sheets if necessary.

Signature

Date

Name/Applicant Name/Title

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Attachment A15
Public Notice Requirements

Four public participation components are required in order for an application to be eligible for funding. The four components of performing and documenting the public notice are:

1. Public Notice in newspaper announcing the public meeting at least 45 days prior to the public meeting. A suggested format for the notice is included below. Insert the pertinent information where the parentheses are included. The notice does not have to use the type font shown. Required information includes the date and time of the public meeting, the location of the library where a copy of the application is available for review, the website address with the required application information (see item 4) and contact information.

Notice of public meeting and Information repository for a Clean Ohio Revitalization Fund Grant

The (Applicant Name) is applying for a grant from the Clean Ohio Revitalization Fund for the cleanup of (property name) property located at (address). The application is available for review at the (name) Library, located at (address) until (day of the public meeting). A public meeting to discuss and solicit comments to the grant application will be held on (date) at the (location) located at (address) at (time). Application information is also available online at (insert website address). Any questions may be referred to (applicant contact) at (phone number).

2. A sign posted on the project property announcing proposed work, application, and public meeting at least 45 days prior to public meeting. A suggested format for the notice is included below. Insert the pertinent information where the parentheses are included. The sign does not have to use the type font shown. The sign must be at least four feet by four feet or the maximum size allowable by local zoning codes. **The website address must be displayed in the public notice and on the four feet by four feet sign.**

NOTICE

The (Applicant Name) is applying for a Clean Ohio Revitalization Fund grant to pay for the cleanup of this property, (property name and address). A public meeting will be held on (date) at (time) at the (meeting place name) located at (meeting place address). The public is encouraged to attend this meeting to learn more about the application and provide comments about the grant application. The public meeting minutes and any public comments will be incorporated into the application.

The application is available for public review at the (Name) library located at (location). Application information is also available online at (insert web address). For more information contact: (name) at (Phone)

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3. Library receipt signed by a librarian indicating that a copy of the application has been placed in the library at least 45 days prior to the public meeting. An example is provided below:

Date

On (date) the (name) library received a copy of the Clean Ohio Revitalization Fund application for (name of Property) located at (property location). The application will be available for public review in the reference section until (day of the public meeting).

Librarian signature

Printed name

Title

4. The following application information must be made available on the applicant's website or other local government website accessible to the community: application summary, legal notice and contact information. **The website address must be displayed in the public notice and on the four feet by four feet sign.**

*Refer to the **General Application Instructions** for a list of submittal deadlines and additional information.*

Attachment A15 continued:
Public Notice Requirements

The following items must be included as Attachment A15:

- Copy of receipt from public library for the application
- Proof and copy of newspaper publication of the notice
- Photograph of the sign posted at the property and date posted.
- Website address where public notice requirements are posted.

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Attachment A16

Public Meeting Information

- Copies of public comments received during the 45-day comment period.
- Minutes of public meetings

Attachment A17

Changes made to application only as a result of a documented response to the public process

- Include list of changes made to the application and indicate places in the application where information was added or deleted.

Attachment A18
Remedial Action Plan

This plan should describe all cleanup activities to be performed on the project property, including contaminated building materials and asbestos removal. The applicant must, at a minimum, provide the following information:

1.0 Project Property

- 1.1 A brief description of activities/media to be addressed on the project property.
- 1.2 Are the property boundaries the same in the Phase I, Phase II, and the grant application? If not, provide a map identifying all discrepancies.
- 1.3 Identify the proposed end-use(s) on the project property.
- 1.4 Identify any areas of the property which are governed by another regulatory program (i.e. TSCA, RCRA, Solid Waste or BUSTR). Provide maps and figures identifying the locations. Describe how the programmatic requirements will be met. (Note some of these activities may not be eligible for Clean Ohio Fund reimbursement.)
- 1.5 If applicable, include a detailed description and location map of any institutional and/or engineering controls that will be used to address all completed pathways after remediation.
- 1.6 For confirmation sampling, a description of the procedures to be used to demonstrate that the property will achieve the selected cleanup goals/applicable standards.

2.0 Environmental Media – Soil (if applicable)

- 2.1 A description of the proposed remedial activities and the rationale used in selecting the remedy.
- 2.2 A table showing a comparison of the contaminant levels in each identified area to the selected cleanup goals/applicable standards. The applicable standards must match the proposed end use(s) of the project property.
- 2.3 A figure showing location and extent of impacted soil above applicable standards.

3.0 Environmental Media – Ground Water (if applicable)

- 3.1 A summary of the classification and contaminant levels that exist in the ground water zone(s) under the project property.
- 3.2 A table showing a comparison of the contaminant levels in the ground water zone(s) to the applicable response requirements.
- 3.3 If applicable, describe how an existing Urban Setting Designation affects the response requirements.
- 3.4 If applicable, a description of how off-site migration, either going on or off the project property, affects the response requirements.

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- 3.5 A description of the proposed remedial activities and the rationale used in selecting the remedy, or a description of how ground water that currently meets UPUS will continue to be protected.
- 3.6 If applicable, a description of proposed ground water modeling. If ground water was previously modeled, include a summary of results with applicable tables.
- 3.7 A figure showing location and extent of impacted ground water above applicable standards

4.0 Environmental Exposure Pathway – Indoor Air (if applicable)

- 4.1 A summary of the VOC contaminant levels that exist in soil and/or ground water that may impact indoor air quality of existing or planned structures on the project property.
- 4.2 A table showing a comparison of the contaminant levels in the soil and/or ground water to the selected cleanup goals/applicable standards.
- 4.3 A description of the proposed remedial activities and the rationale used in selecting the remedy. Has indoor air modeling been completed or will it be included as part of the remedial activities? If completed, please summarize the results and include applicable tables.

5.0 Environmental Media – Surface Water (if applicable)

- 5.1 A description of the proposed remedial activities and the rationale used in selecting the remedy.
- 5.2 A table showing a comparison of the contaminant levels in the surface water to the selected cleanup goals/applicable standards.

6.0 Environmental Media – Sediment (if applicable)

- 6.1 A description of the proposed remedial activities and the rationale used in selecting the remedy.
- 6.2 A table showing a comparison of the contaminant levels in the sediment to the selected cleanup goals/applicable standards.
- 6.3 A figure showing location and extent of impacted sediment above actionable levels

7.0 Asbestos (if applicable)

- 7.1 A summary of the location, type, and condition of asbestos contained within on-site structures, in debris piles, or possibly in soil and/or ground water.
- 7.2 A description of the proposed remedial activities and/or management procedures and the rationale used in selecting them.

8.0 Contaminated Building Materials (if applicable)

A summary of the location, type, and quantities of contaminated building materials that exist (i.e. concrete floors, woodblock flooring, etc). Include a summary of the remediation and/or management procedures and the rationale used in selecting them.

9.0 General Waste Removal (if applicable)

A description of how each of the general wastes will be recycled, disposed of, or otherwise managed, including any regulatory approvals that may be necessary. General wastes include, but are not limited to, paint cans, lead paint debris, PCB ballasts, mercury switches, scrap tires, and infectious wastes.

10.0 Implementation Schedule

A description of the overall project schedule detailing all tasks necessary to complete the project. Include any necessary acquisition steps, remediation activities, submittal of the NFA letter, and any O&M obligations that would extend beyond the 30-month grant period. Attach a Gantt chart showing this information.

Attachment A19

Project Assumptions and Cost Estimates

This section includes all project assumptions and cost estimates that were developed for this grant application. The applicant must provide the following information:

1.0 Overall Costs

Provide an overall estimate of project costs for the property separated into the following four major categories: acquisition, demolition, cleanup/remediation, and infrastructure.

2.0 Major Tasks

Provide a list of all major demolition, cleanup/remediation and infrastructure tasks associated with the project. If applicable, include a description of the demolition methods and to-scale maps showing which structures will be demolished. If infrastructure activities are planned include a description and to-scale maps showing where the new or improved infrastructure will be placed.

3.0 Estimates for Soil, Ground Water and Other Environmental Media

Provide all calculations and assumptions used to determine the estimated volume of contaminated soil, ground water or other environmental media, which will be remediated in each of the property's Identified Areas.

4.0 Backfill Estimates

Show all calculations and assumptions used to determine the estimated volume of backfill material, which will be placed at the property for the purposes of this project.

5.0 Demolition and Debris Disposal Estimates

Show all calculations and assumptions used to determine the estimated demolition activities and procedures for disposal of the debris generated from the property for the purposes of this project. The calculations should include dimensions of site structures which will be demolished, including subgrade areas and a description of the building materials (i.e., brick, concrete, sheet metal, asbestos, etc.). Please note the amount of material to be recycled and the amount to be removed from the site.

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6.0 General Waste Estimates

Show all calculations and assumptions used to determine the estimated volume of waste materials (i.e., hazardous materials, PCB ballasts and transformers, fluorescent bulbs, etc.) that will be removed from the project property.

7.0 Detailed Costs

Provide detailed third party cost estimates that correspond to the established remedial activities including any contingencies. Costs must be itemized and unitized. Costs for individual activities must be separated (i.e., show the cost per well or soil borings, staff time and analytical costs). All subcontractor costs over \$25,000 must be supported by a cost estimate provided by a potential subcontractor. Any remedial cost estimates for VAP work must be certified by an Ohio Certified Professional, while any remedial cost estimates for non-VAP work, including demolition and infrastructure, must be certified by an Ohio Professional Engineer.

Attachment 20
VAP Phase I Report and/or Closure Documents

For ORC 3746 Voluntary Action Program Projects:

- **Only** provide the required printed portions of the Phase I update or the most recent Phase I report. Previous Phase I reports and all other attachments (i.e. EDR Reports, lab data sheets, etc.) should be provided on the disk copy of the application. The required printed portions include the report text and any maps, figures, or tables.

AND/OR

For ORC 3734 Hazardous Waste Closure Projects:

- A cleanup plan that includes an assessment of each hazardous waste unit completed in accordance with the Chapter 3 of the March 2008, Ohio EPA, Division of Hazardous Waste Management Closure Plan Review Guidance. (CPRG). The cleanup plan must be designed to achieve the objectives of a closure by removal or a risk-based closure as described in the CPRG.
- A copy of an itemized closure cost estimate developed pursuant to Ohio Administrative Code (OAC) rule 3745-66-42.
- NOTE: If funded, the applicant must prepare, submit for approval by the director of environmental protection, and implement a closure plan that is consistent with OAC Chapter 3745-66 and the CPRG.

For ORC 3734 Hazardous Waste Generator Closure Projects:

- A cleanup plan for each generator accumulation area which should be sufficient to support and justify the selection of a closure that is consistent with section 1.10 (Generator Closure) of the CPRG.

For ORC 3734 Solid Waste Closure Projects:

- Copy of the approval letter by the director of environmental protection for the solid waste closure plan.
- The application must identify the portions of the closure for which the applicant seeks funding.

Attachment 21
VAP Phase II Information

For ORC 3746 Voluntary Action Program Projects:

Provide the following printed documents in Attachment 21:

- A description of the property covered by the Phase II report.
- The report text typically associated with a Phase II report.
- Summary tables typically associated with a Phase II report.
- Figures, cross-sections, and maps typically associated with a Phase II report.
- Soil boring, monitoring well and test pit logs typically associated with a Phase II report.
- Asbestos survey reports, if asbestos removal and disposal is planned.

Do NOT provide printed copies of the following documents:

- Analytical lab data reports.
- ODNR well logs.
- Resumes of personnel.
- Well development forms or field sampling sheets.
- Standard operating procedures.
- Geotechnical reports.
- Geophysical surveys.
- Modeling worksheets and output files.
- Hydraulic evaluation data (i.e. pump tests and slug tests).

The above information should be included in the electronic copy of the application. For the purposes of the Clean Ohio grant application, assessment data is necessary to help ODOD and Ohio EPA understand the level of contamination that exists on the project property compared to applicable standards, and it helps to determine the reasonableness of the selected remedy and the costs associated with it.

APPENDIX 1 – END USER REQUIREMENTS

To qualify as a "known end user", the applicant must include the following items in Attachment A7 for each end user:

1. A written commitment from each end user. The commitment must be written on company letterhead and signed by an authorized company signatory. At a minimum, the commitment letter must include a description of the proposed project, anticipated jobs created and/or retained, the hourly wages of the jobs, the total development cost and anticipated completion date for the development. A sample commitment letter is included as part of this Appendix 1.
2. A Dunn & Bradstreet (D&B) Company Business Background Report for each end user. These reports can be ordered online at <http://smallbusiness.dnb.com/make-informed-businessdecisions/12316286-1.html>. Click the "Add to Cart" button to search for and order the Business Background Report. On the next screen, enter the business name, city and state and click search. If the business is found, you may order the report by clicking the "Order Now" button. If the search is unsuccessful try using the advanced search option.
3. A concise business plan for the proposed project from each end user. The plan should not be longer than four pages and must include, at a minimum, all of the following:
 - a) A Business Concept that describes the project, the product(s)/services and the market(s) it will serve. Describe specific attributes of the product or services to be sold, to whom and why the business will hold a competitive advantage. Identify the 4-digit NAICS (North American Industry Classification System) associated with the business, if applicable.
 - b) Project Cost Summary and Financial Requirements. Provide a project cost summary along with a description of the identified sources and uses of funds. Project development costs (i.e. acquisition, construction, rehabilitation, permitting) should be the focus of the summary, but the cost for environmental improvements should also be included. Highlight the important financial aspects of the proposed business expansion, retention or residential development. Include the proposed structure for income/revenue and a clearly stated need for capital to complete the proposed project.
 - c) Current business position. Please provide a description of the current business operations and other relevant information about the company including the legal form of operation, when it was formed, the principal owners and key personnel.
 - d) Major achievements. Detail any developments within the company that are essential to the success of the business. Major achievements include items like patents or prototypes, location of a facility, pending contracts, results from any test marketing that has been conducted, or detailed marketing studies related to retail or housing development.

APPENDIX 1 CONTINUED – SAMPLE END USER COMMITMENT LETTER

Date _____

Ohio Department of Development
Office of Redevelopment
77 S. High St., 26th Floor
Columbus, Ohio 43216

To Whom It May Concern:

If the (Project Name) project located at (Project Address) is funded with a Clean Ohio Revitalization Fund (CORF) 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 CORF 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)

APPENDIX 2 – CONCEPT PLAN INFORMATION

The project **Concept Plan** is a written document accompanied with figures providing the location of the anticipated improvements on the project property. The concept plan, at a minimum, should identify the major aspects of the proposed redevelopment as well as any specific items that correspond to Part B scoring measures

- Identification of planned end use(s)
 - Identify proposed end use for the property - commercial, industrial and/or residential uses
 - Identify if the project will include the rehabilitation of a historic structure
- Breakdown of property uses
 - Identify the percentage of each type of end use (i.e. 65% commercial, 30% residential, 5% greenspace)
 - Public space includes any portion of the property available for public use including facilities. Public space does not include public parking areas.
 - Mixed-use development is development that blends residential, commercial, institutional, and where appropriate, industrial uses.
- Infrastructure activity (new and improved infrastructure), location and sustainable guidelines to be followed, if applicable
- LEED guidelines for future construction, if applicable
- Use of alternative energy sources on the site
- Master site plan figure

APPENDIX 2 CONTINUED – SAMPLE LEED RESOLUTION

RESOLUTION NO. []

BY:

In support of a Clean Ohio Revitalization Fund (CORF) project located at [redacted] to have any public and/or private new construction or renovation incorporate materials and methodologies that maximize economic and environmental performance through sustainable design practices.

WHEREAS, this Council believes that high-performance buildings are desirable for [Local government] because they protect, conserve, and enhance environmental resources, yield cost savings to the [Local government] taxpayers through reduced operating costs, and provide healthy work and living environments; and

WHEREAS, the [Local government] desires to merge sound, environmentally responsible practices into one discipline that looks at the environmental, economic, and social effects of a building or built project as a whole.

NOW, THEREFORE, BE IT RESOLVED by the Council of [Local government] State of Ohio:

Section 1. The [Local government] will require the use of building materials and methods that promote environmental quality, economic vitality, and social benefit through the design, construction and/or renovation at CORF project [name of project] located at [address of property].

Section 2. The [Local government] will require establishment of performance goals for both renovation and new construction projects located at [address of property] and require utilization of Leadership in Energy and Environmental Design (LEED) standards developed by the US Green Building Council.

Section 3. This resolution shall take effect only if [applicant] is a successful CORF grant recipient.

Adopted [Date], 201[]

Approved this [] day of [], 201[]

[redacted signature line]

[NAME, Title]

Attest:

[redacted signature line]

[NAME]

[Title]