



Department of
Development

CLEAN OHIO ASSISTANCE FUND

GRANT APPLICATION FOR BROWNFIELD CLEANUP

Purpose of Grant:

Provide funds to physically change former commercial and industrial property through demolition and environmental clean up activities catalyzing new economic development and investment in eligible, priority investment areas of Ohio. (<http://www.odod.state.oh.us/research/>). The economic benefits of the clean up activities must be quantifiable. The environmental clean up activities will be completed in accordance with Ohio Environmental Protection Agency (EPA) regulations for the project's applicable regulatory program. The applicant will ensure that clean up activities completed at the site result in a property which is safe for its intended end use.

This funding is administered by the Ohio Department of Development (ODOD) in coordination with the Ohio Environmental Protection Agency (Ohio EPA). The Clean Ohio Assistance Fund's purpose is to serve as a catalyst for economic redevelopment in Ohio by helping to address a common impediment – environmental contamination.

A majority of brownfield projects are eligible to be cleaned up under Ohio EPA's Voluntary Action Program (VAP). The VAP process and rules can be found in Ohio Revised Code 3746 and OAC 3745-300-01 to 3745-300-14 (see also <http://www.epa.state.oh.us/derr/vap/rules/vaprules.html>). The applicant will work with a certified professional to ensure that an adequate VAP Phase I Assessment and VAP compliant Phase II Site Assessment has been completed for the property. These assessments will support a Remedial Action Plan and Cost Estimate that will be included in the application to describe all demolition and clean up activities at the brownfield property. Upon completion of cleanup activities and after a determination that applicable VAP cleanup standards have been met, the certified professional can issue a No Further Action (NFA) Letter. After review by the Ohio EPA, a covenant not to sue (CNS) or director's determination letter can be issued.

Please contact ODOD to discuss cleanup activities for properties governed by regulatory programs under solid or hazardous waste (O.R.C. 3734). At which time ODOD will coordinate discussions with the applicant and Ohio EPA.

The grant application may request up to \$750,000 for demolition and clean up at the project property. Preference will be given to projects with the following characteristics:

- Projects with soft costs (CP and engineering costs) which total less than 15% of the total project costs.
- Projects that can be completed within eighteen months of signing the grant agreement.
- Projects with end uses which result in new or retained jobs at the property within twelve months of project completion.
- Projects with match dollars contributing toward acquisition, demolition, remediation or infrastructure.

Projects that do not adequately assess the extent of the contamination at the property to support the chosen remedy are not ready for funding and will not be considered until the appropriate level of assessment activities have been completed.

If asbestos abatement is proposed, an Asbestos Inspection Report must be included with the application. The Asbestos Inspection Report must contain the following components: 1) identification of asbestos material, including locations and quantity; 2) square footage or linear feet of asbestos material greater than 1%; 4) description of the current condition of the asbestos; 5) explanation of any planned demolition. The Clean Ohio Assistance fund will not provide grant funds for lead paint abatement or mold removal.

The Clean Ohio Assistance Fund is administered in accordance with O.R.C. 122.65-122.659, and the Clean Ohio Assistance Fund Policies which can be found at www.odod.state.oh.us/ud/COAF.htm.

All Clean Ohio Assistance Fund cleanup projects require that VAP fees be paid by the applicant when the NFA Letter is submitted for Ohio EPA review. These fees will generally range from \$2,800 to \$17,000 and must be included in the cost estimate for the project. Applicants are encouraged to enter the VAP PAYGO process whereby VAP documents are reviewed under VAP Technical Assistance, paid for by the Volunteer, prior to issuance of the NFA Letter. The VAP fees or PAYGO costs are eligible for reimbursement from the COAF grant. (For the current VAP Fees and information on the PAYGO process, see: <http://www.epa.state.oh.us/derr/volunt/volunt.html>)

This application contains two sections:

- ▶ Section A – Project Information, Required Forms, and Environmental Documents
- ▶ Section B – Redevelopment Plans & Economic Benefit

Applicant Deliverables to ODOD:

- One (1) original application and two (2) electronic copies.
 - No Later than three (3) days following submission of the application to the public library, the applicant must send (2) disk copies of the application to the Ohio Department of Development, Urban Development Division, 77 South High St., 26th floor, Columbus, Ohio, 43215.
 - Following the 45 day public comment period and the public meeting, the applicant must send one (1) original copy of the application to the Ohio Department of Development, Urban Development Division, 77 South High St., 26th floor, Columbus, Ohio, 43215.
- Upon receipt of the application, the Ohio Department of Development with assistance from the Ohio Environmental Protection agency shall have 10 business days to review the application for completeness. Following the review period, the Ohio Department of Development will provide the applicant an opportunity to submit missing information.
- All pages in the application should be numbered and the application should be placed in a three ring binder. Tabs should be used to delineate individual attachments

If Funded, Grant Deliverables to ODOD:

- One (1) original and one (1) copy (electronic) of all NFA documentation which was submitted to OhioEPA showing that the property has been remediated in accordance with VAP Standards.
- Periodic Progress Reports.

**CLEAN OHIO ASSISTANCE FUND
CLEANUP APPLICATION
Section A
Project Information & Required Forms**

March 2009

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

APPLICANT INFORMATION

Amount Requested	
Applicant Name	
Address	
CEO Name	
Phone Number	
Email Address	
Fax Number	
Project Contact (must be member of Applicant's staff)	
Phone Number	
Email Address	
Fax Number	
Development Partner	
Project Contact	

Address	
Phone Number	
Email	
Fax Number	

<i>PROJECT INFORMATION</i>	
Project Name	
Former Property Name	
Property Address City, State, Zip,	
Longitude/Latitude (center of property)	
County	
Acreage	
Ohio House District	
Ohio Senate District	
US Congressional District	

Census Tract(s)	
Parcel Numbers	
Surrounding Property Type & Name	
Name of Current Property owner (at time of application)	
Name of Future Property Owner (if property will be transferred after the application is approved)	
Match	
Total Project Costs (amount requested + match)	

REQUIRED INFORMATION

Attachment 1	Authorization Resolution or Ordinance approving project from the Applicant. Sample included as Attachment 1.
Attachment 2	Authorization Resolution or Ordinance from legislative authority of the community in which the property is located. Only required if Applicant is different than municipality. Sample included as Attachment 1.
Attachment 3	Copy of legal description, location map, property map, and plat maps. Property should be highlighted on all maps. All maps should be to scale.
Attachment 4	Copy of title or access agreement. If applicant plans to acquire property, include a signed purchase agreement and an affidavit from the applicant stating that the purchase price has been agreed upon.
Attachment 5	Affidavit by Certification Professional for Clean Ohio Assistance Fund Application.
Attachment 6	Remedial Action Plan A description of the proposed cleanup or remediation
Attachment 7	Project Assumptions and Cost Estimate
Attachment 8	Sources and Uses Fund Schedule. Provide an explanation of proposed financing, including the amount requested and any match provided by the applicant.
Attachment 9	Development Partners – Authorization and Certification Form (if applicable). Form included as Attachment 9.

Attachment 10	Partnership Agreement between the Applicant and Development Partner (if applicable).
Attachment 11	Clean Hands Affidavit (signed by Applicant and Development Partner). Form included as Attachment 11.
Attachment 12	Tax Information and Disclosure Form (signed by Applicant and Development Partner). Form included as Attachment 12.
Attachment 13	Financial Liability Form (signed by Applicant and Development Partner). Form included as Attachment 13.
Attachment 14	Most recent financial audit available online
Attachment 15	Public Participation Documents. Copy of Library Receipt of Application, Proof and Copy of Newspaper publication of Notice, Photograph of Property Sign, date posted and website address. Also includes comments received during public notice period, minutes of the public hearing, responsiveness summary.
Attachment 16	List of Changes made to application as a result of the public participation procedures.
Attachment 17	VAP Phase I Report And/or Cleanup/Closure Plan (for ORC 3734 – Hazardous or Solid Waste Projects)
Attachment 18	Portions of VAP Compliant Phase II Report

Attachment 1 and/or 2
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, Ohio Department of Development, Clean Ohio Assistance Fund
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, 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.

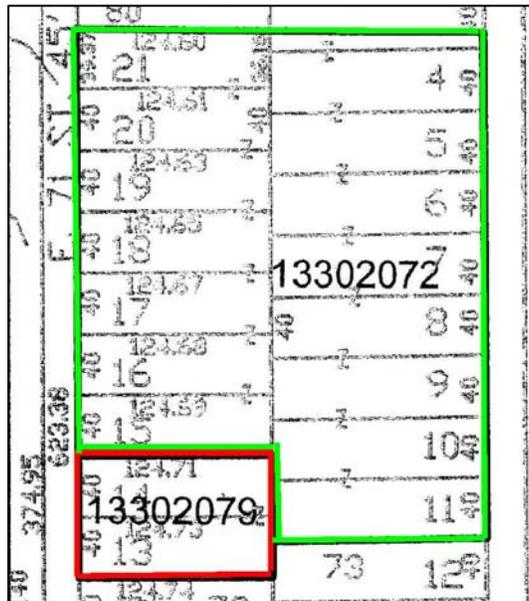
Section 4. That the _____ hereby commits itself to provide the match as described in the application.

PASSED: (DATE) _____

Attachment 3
(Provided by Applicant)

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 commercial or industrial property. To evaluate the application, the size of the property, ownership of the property and access to the property must be well documented. Provide the following:

- Legal description
 - Provide legal descriptions either from the property deed or stamped and signed by a licensed surveyor
- Location Map
- Property Map(s)
 - The project property boundary shall be submitted as an 8.5x11 hardcopy image which contains a clearly delineated property boundary displayed on top of a high resolution aerial photograph or a USGS 7.5 minute topographic map.
- Plat Map(s)
 - Include survey points
 - Color-code parcels per legal description (see example below)



Parcel ID 13302072 Green Color Boundary
Parcel ID 13302079 Red Color Boundary

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

Attachment 4
(Provided by Applicant)

- Title
- or Access Agreement
- or Purchase Agreement
- Copy of Deed

Applicants must provide the copies 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. Agreements must be between the applicant and the property owner not the applicant's development partner or consultant.

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: _____

Attachment 6 Remedial Action Plan

(Provided by Applicant)

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.
- 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. 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, wood block flooring, 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 7
Project Assumptions and Cost Estimates
(Provided by Applicant)

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 Total Project Costs

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

Total Project Costs - All dollars expended (or to be expended) at the property for eligible activities in section 3 of the policies and other costs identified as match as defined by O.R.C. section 122.658.

2.0 Major Tasks

Provide a list of all major demolition and cleanup/remediation tasks associated with the project. If applicable, include a description of the demolition methods and to-scale maps showing which structures will be demolished.

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 that will be remediated in each of the property's Identified Areas. If applicable, include a to-scale map identifying all at grade and subgrade areas that will be actively remediated.

4.0 Backfill Estimates

Show all calculations and assumptions used to determine the estimated volume of backfill material that 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 that will be demolished, including subgrade areas. Provide a description of the building materials (i.e., brick,

concrete, sheet metal, asbestos, etc.), and include the amount of material to be recycled and the amount to be removed from the site.

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 signed by an Ohio Certified Professional and any remedial cost estimates for non-VAP work, including demolition and infrastructure, must be certified by an Ohio Professional Engineer.

Attachment 8 Sources and Uses

See the excel spreadsheet for the Sources and Uses Table.

All match dollars must have supporting documentation in the form of invoices (dollars already expended) or commitment letters (future match dollars).

Attachment 8: SOURCES AND USES OF FUNDS

Sources of Funds	Uses of Funds							Totals
	Name/Organization	Assessments	Environmental Insurance	Acquisition	Infrastructure	Demolition	Cleanup Remediation	
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								\$ -
Total Dollars Leveraged								\$ -
Percentage of Applicant Match						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

Attachment 9
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 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.

Development Partner

Signature

Date

Name (Print)

Title

Attachment 10
Partnership Agreement
(Provided by Applicant if applicable)

Agreement must be complete, but it can be unsigned.

Attachment 11
“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

**Attachment 12
Tax Information and Disclosure Information**

I hereby **irrevocably** authorize the Tax Commissioner of the Ohio Department of Taxation or any agent designated by the Tax Commissioner of the Ohio Department of Taxation from the date below until the applicant(s) no longer is receiving funds from 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, 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

**Attachment 13
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

Attachment 14 Financial Audit

Provide the link to the most recent financial audit available online. Note: Do not send a paper copy.

Attachment 15 Public Participation

(NOTICE: Failure to comply with public participation procedures can significantly delay approval of the project.)

Six public participation components are required in order for an application to be eligible for funding. The public meeting is a statutory requirement of the Clean Ohio Assistance Fund. Comments and questions from the public must be allowed prior to and during the public meeting.

In order to announce the proposed project to the public, three actions must occur at least 45 days prior to the public meeting. The three actions do not have to be started on the same day but each must be at least 45 days in advance of the public meeting: (1) place a public notice in the newspaper; (2) erect a sign at the property; (3) place a copy of the application in the library. **The Department of Development recommends that the applicant factor in a period of least 48 days between the date of the public announcements and the date of the public meeting to reduce possible problems regarding the 45 day notice requirement.**

The six components of performing and documenting the public notice are:

1. Public Notice in newspaper announcing meeting at least 45 days prior to the public meeting. **The applicant must post the following information on their website or other local government websites accessible to the community: application summary, legal notice and contact information.** The web link will be displayed in the public notice and on the four feet by four feet sign. A suggested format for the notice is included below. Insert the pertinent information where the parentheses are included. The notice does not have use the type font shown.

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

The (City of ...) is applying for a grant from the Clean Ohio Assistance Fund for a Phase II Environmental Assessment of the (property name) property located at (address). The application is available for review at the (name) Library, located at (address) until (day after 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 web address). Any questions may be referred to (applicant contact) at (phone number).

2. Sign on property announcing proposed work, application, and public meeting at least 45 days prior to public meeting. The sign must be at least four feet by four feet and must contain the following information. 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.

NOTICE

The (City of ...) is applying for a Clean Ohio Assistance Fund grant to pay for an environmental assessment of this property, (property name and address). A public meeting will be held on (date) at (time) at the (place name) located at (location). 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)

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 Assistance 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 public meeting).

Librarian signature

Typed name

Title

After these steps have been completed, the applicant must do the following:

4. Fax or email copies of the newspaper public notice, picture of sign, and librarian receipt to the Ohio Department of Development, Urban Development Division within three days of obtaining this evidence. (This information should be faxed at least 42 days prior to the public meeting). The fax number is 614-466-4172. The email address is oud@odod.state.oh.us. This information is to confirm that legislatively mandated timeframes can be met.
5. Hold the public meeting. Log attendees on a sign-in sheet. Take minutes of the public meeting recording all comments. If comments were received prior to the public meeting, provide copies of the comments and any responses.
6. Public Notice Requirements (provided by Applicant) in **Attachment 15**:
 - Copy of Library Receipt of Application
 - Proof and copy of Newspaper publication of public notice
 - Photograph of property sign and date sign was posted.
 - Comments received during public notice period, if any
 - Sign-in sheet and minutes of public meeting
 - Web address

Attachment 16

Changes made to application as a result of public process

(Provided by Applicant)

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

Attachment 17
VAP Phase I and/or Closure Documents

For ORC 3746 Voluntary Action Program Projects:

- Provide copy of VAP compliant Phase I Property Assessment.

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 18 VAP Phase II Information

For ORC 3746 Voluntary Action Program Projects:

Include all the information that typically makes up a VAP compliant Phase II Report, **except** for the following items:

Do NOT provide these documents:

- Analytical lab data reports.
- ODNR well logs.
- Resumes of personnel.
- Well development forms or field sampling sheets.
- Standard operating procedures.
- Geotechnical reports.
- Monitoring well logs and construction diagrams.
- 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 NFA Letter, and Ohio EPA will review and evaluate the NFA once cleanup activities are complete. 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 us determine the reasonableness of the selected remedy and the costs associated with it. ODOD and Ohio EPA deem only the following information crucial for this purpose:

Provide the following documents in Attachment 18:

- 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 and test pit logs typically associated with a Phase II report.
- Asbestos survey reports, if asbestos removal and disposal is planned.



Department of
Development

**CLEAN OHIO ASSISTANCE FUND
CLEANUP APPLICATION
Section B**
Redevelopment Plans and Economic Benefit

March 2009

The purpose of this section is to describe the economic benefit of the proposed redevelopment in context with the neighborhood and community where the project site is located, and the project's readiness to begin if funded.

The Ohio Department of Development and Ohio EPA 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.

Application Summary

Provide a one to two paragraph response for each item below. Total length of the application summary must not exceed four pages including graphics. All statements in the summary must be supported in the appropriate attachments.

1. Goal of brownfield project.
 - a. End user, number of jobs created or retained, wages, total investment on the property (redevelopment), and taxes created
 - b. Projects fit with master plan and importance to the community
 - c. Describe other sources of funding that will help this project succeed
2. History of project property.
3. Environmental benefit.
4. Project's readiness to proceed if funded.

Attachment 18 – Provide a written commitment letter for each end user.

The written commitment should be printed on company letterhead and signed by an authorized company signatory. (An example is included in the [Appendix](#) of this document)

Attachment 19 – End User's Business/Marketing Plan for the Property

A concise business plan for each end user(s) should include at a minimum the following elements and not exceed four pages in length:

Business concept Describe the business, its product(s) or services and the market(s) it will serve. Identify the 4-digit NAICS (North American Industry Classification System) associated with the business, if applicable.

Financial features and requirements Highlight the important financial points of the business including sales, profits, cash flows and return on investment.

Current business position Describe relevant information about the company, its legal form of operation, when it was formed, and the principal owners and key personnel.

In Attachment 20 – Provide architectural renderings and layouts of the exterior and interior space of the proposed redevelopment. For residential, indicate the types of housing and price ranges. For commercial or industrial, indicate the class of space and rental rates.

Attachment 21 – Include a table and detailed summary identifying sources of capital which will be used to finance the new development.

Attachment 22 – Provide portions of an adopted community wide land use or economic development plan which pertains to the project property. Describe any neighborhood revitalization plans. Describe how the project is a part of the neighborhood plan. Provide maps showing the current land use of the property and adjacent properties.

Appendix
Known End User – Sample End User Commitment Letter

Date

Ohio Department of Development
Urban Development Division
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 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)