



Department of
Development

Ohio Job Ready Sites Program
Application Materials
Fiscal Years 2010 and 2011

Ohio Department of Development
Strategic Business Investment Division
Office of Grants and Tax Incentives
77 South High Street, 28th Floor
Columbus, OH 43215-6130
(614) 466-2317

JobReadySite@development.ohio.gov

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services

Submission Information and Deadlines

Completed Job Ready Sites (JRS) Program applications must be received in hard copy by the relevant District Public Works Integrating Committee (DPWIC)¹ on or before **4:00 pm on April 1, 2010.**

Upon submission of the application, the applicant must notify the Ohio Department of Development staff in writing².

One Applicant Should Complete this Application

For each JRS Program application submitted for consideration, only one applicant must be named. If awarded assistance, the applicant will be the grantee named in the JRS Program grant agreement, with all grant management activities occurring between the Ohio Department of Development and the grantee. The applicant, therefore, will be solely responsible for properly managing the site improvement project and will act as the manager for the award of grant funds from the Department.

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

Distribution of Awarded Grant Amounts

Projects must be approved by the State Controlling Board. Grant funds will be distributed as **reimbursement** of allowable costs incurred after State Controlling Board approval.

An applicant shall provide the balance of investment necessary to complete the site improvement project. The applicant will be responsible for documenting the local match as indicated in the Sources and Uses of Fund Schedule.

Specific Instructions for Completing this Application

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

Use the electronic application form available at <http://development.ohio.gov/edd/obd/jrs/> and maintain the formatting included in this document. To facilitate our review, applicants are strongly encouraged to submit the application in as concise a manner as possible; limit submitted materials to a single binder, with a size of no more than 3 to 4 inches in thickness.

¹ See Appendices A and B of this application for a DPWIC district map and list of contacts.

² See Appendix D for an example notification letter.

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

Materials included in the application binder should be submitted in the order shown in this document and sections should be separated by dividers indicating its application section.

Submit **four original hard copies** of the application and **two electronic copies** on CD/DVD-ROM. The electronic copies must represent an entire and complete version of the application. The electronic copies must be divided into folders that represent each section of this application.

Project Name

Political Subdivision

**Fiscal Years 2010 & 2011
Application**

*Completed applications must be received
by the relevant DPWIC on or before
4:00 pm on April 1, 2010.*

Applicant Authorization and Certification

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

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

Name of Eligible Applicant

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title

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

Primary Contact/Manager of Site Improvement Project	
Name of Project Manager ³	
Address	
City	
Zip Code	-
Phone	() -
Fax	() -
Cell	() -
E-mail	@

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

³ Must be an officer or employee of the applicant.

Site Improvement Project Information

Name of Proposed Project			
Address or Parcel Numbers			
City/Village/Township			
Zip Code	-		
County			
District Public Works Integrating Committee Number			
Proposed Site Certification (Choose only one)	<input type="checkbox"/> Existing Industrial Building <input type="checkbox"/> Manufacturing (Heavy, Light, Clean) <input type="checkbox"/> Mega-Manufacturing Operation <input type="checkbox"/> Smart Office <input type="checkbox"/> Technical Center/Research Laboratories		
Proposed Intensity Level (Choose only one)	<input type="checkbox"/> High Intensity <input type="checkbox"/> Low Intensity		
If Low Intensity Level was chosen, will the project be certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Political Subdivision(s) with Jurisdiction Over Property Comprising the Site Improvement Project <i>(Attach additional sheets as necessary)</i>	1	Subdivision Name:	
		Address:	
		City:	
		Zip Code:	
		County:	
	2	Subdivision Name:	
		Address:	
		City:	
		Zip Code:	
		County:	
Ohio Senate District No.			
Ohio House District No.			

Tab A: Site Profile

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

Site Profile Form										
Size										
Total Acres:			Square Feet (if site includes building(s)):							
Utilities										
	Service Provider(s)	Location (e.g., at-site, within X miles/feet from site)	Main Size (in.)	Pressure (psi)	Switching	Primary	Type of Service	Voltage	Fiber Optic (y/n)	Capacity (Look to Appendix A for associated units)
Water										
Sanitary Sewer										
Electric										
Gas										
Telecom										

Tab A: Site Profile (Continued)

Transportation Access					
	Name	Distance (mi.)	Siding	Track Class ⁴	Runway Length (ft.)
Interstate					
4-lane Lim. Acc. Hwy					
Railroad					
Primary Commercial Airport ⁵					
Local Airport					
Water Port					
Public Transit Stop					
Tax Structure					
	County/Entity Taxes			Community Taxes (Tax District:)	
	Sales Tax	Income Tax	Real Estate Tax	City Sales Tax	Municipal Income Tax
Rate					
Unit					
Local Incentives in Place at the Site Improvement Project					
Enterprise Zone	Foreign Trade Zone	Community Reinvestment Area	Tax Increment Financing District	Other	
Other					
Air attainment status (8hr ozone, NOX, SOX and PM 2.5)					

⁴ References to track class are as under 49 C.F.R. 213.9 and 213.307.

⁵ A "primary commercial airport" is defined according to the Federal Aviation Administration's (FAA) definition of a Primary Commercial Service Airport. These are publicly owned airports that have at least 2,500 passenger boardings each calendar year and receive scheduled passenger service. Further information is available from the following link: http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/categories/

Tab B: Information on Investment in the Project

Complete the following table:

A	B	C
Requested JRS Program Grant Amount	Local Match Investment	Total Costs ⁶ A + B = C
\$ _____	\$ _____	\$ _____
% of Total Costs: _____ Cannot exceed 75 percent of Total Costs.	% of Total Costs: _____ Local match can be comprised of financial and/or in-kind contributions ⁷ . Cannot be less than 25 percent of Total Costs.	% of Total Costs: <u>100</u>

⁶ Totals represented in this total costs formula must match those totals provided in the *Sources and Uses of Funds Schedule* (Tab C).

⁷ Look to Section III (Eligibility) of the JRS Guidelines for detailed information regarding local match and eligible costs.

Tab C: Sources and Uses of Funds

On additional pages, provide the following information:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Download and complete the electronic version of the <i>Sources and Uses of Funds Schedule</i> and insert it behind this page. The document is available at the following link: http://development.ohio.gov/edd/obd/jrs/ . |
| <input type="checkbox"/> | Provide supporting documentation verifying the status of local match committed to the site improvement project shown in the <i>Sources and Uses of Funds Schedule</i> . |
| <input type="checkbox"/> | Provide supporting documentation verifying site improvement project cost estimates shown in the <i>Sources and Uses of Funds Schedule</i> . |

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

Tab D: Physical Property Description

On additional pages, provide the following information:

- Describe the entire property comprising the site improvement project, including all legal boundaries (e.g., metes and bounds).
- Describe the current and anticipated future ownership structure comprising the site improvement project. Include in the description a discussion of any options held or to be executed, by whom, and how long those options will remain in effect.⁸ Indicate relevant property owners' intent to participate in the site improvement project.
- Include location maps, property maps with color-coded or numbered parcels (utilize the format shown below as a guide), zoning maps, floodplain maps, topographical maps, and aerial photo(s). In all such maps and photos, clearly mark the site to be improved.



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

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

-or-

An aerial survey, performed in accordance with the JRS guidelines.⁹

⁸ If, at time of application, the applicant will acquire parcel(s) comprising the site through (1) a bargained-for exchange; or (2) donation to the applicant by a private person or other entity, and that donation constitutes all or part of the local match, describe fully the nature of the transaction(s), including the fair market value of the parcel(s) at the time of donation and the date of actual or anticipated closing.

⁹ The JRS guidelines in effect for this funding round define an "aerial survey" as consisting of a recent ortho (vertical) aerial photograph, not more than six months old, of the real property to be improved under an eligible project, taken by a camera with a recent United States Geological Survey camera calibration report. Overlaid to the photograph, to scale, is information of record including without limitation boundaries and easements, taken from a current preliminary title commitment. The aerial survey should disclose encroachments on or of the eligible project's real property by or onto adjoining properties, show any visual discrepancies with recorded documents, and be acceptable for title insurance underwriting.

Tab D: Physical Property Description (Continued)

<input type="checkbox"/>	Describe all significant obstacles to development, including easements, rights of way, waterways, wetlands, former mining activities, the existence of caverns, archeological/historical resources, historic structures on site, etc. Ensure these obstacles are clearly marked on the ALTA Survey map or aerial survey map.
<input type="checkbox"/>	Describe all prior uses and existing improvements on the site improvement project.
<input type="checkbox"/>	Include a current copy of the Phase I Environmental Site Assessments performed on the property comprising the site improvement project if the project will be categorized as High Intensity (optional at time of application for Low Intensity).

Tab E: Site Improvement Plan

Using no more than seven pages for this section, provide the following information:

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

¹⁰ Look to Section III (Eligibility) of the JRS Guidelines for detailed information regarding off-site improvements.

¹¹ Look to Section II (Definitions) of the JRS Guidelines for the definition of a “wealth generating anchor.”

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

Tab F: Site Marketing Plan

Using no more than three pages for this section, provide the following information:

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

Tab G: Statement of Need and Economic Impact

Using no more than three pages, provide the following information:

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

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

Tab H: Grant Management

Provide the following information:

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

Note: An applicant must obtain a waiver from the Director of the Department if the applicant cannot show the required level of grant management experience. Waivers are due to the Ohio Department of Development at least 45 days prior to the application due date to the DPWICs.

Form H-1: Required Grant Management Experience¹³

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

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

Tab I: Resolutions or Ordinances of Support

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

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Include copies of the resolution and/or ordinances adopted in support of the project by any and all legislative authorities with primary jurisdiction over the geographic area in which the site improvement project is located. |
| <input type="checkbox"/> | If available, include copies of letter(s) of support by a regional planning organization with jurisdiction over the geographic area in which the site improvement project is located. |
| <input type="checkbox"/> | Include resolutions and/or ordinances adopted in support of the project by the legislative authorit(ies) with jurisdiction over any utilities (including, but not limited to, natural gas, electric, and telecommunications). |
| <input type="checkbox"/> | Include letters of commitment by utilities that serve the site improvement project, stating that adequate delivery and capacity opportunities exist for the site.

Applicants are expected to meet personally with applicable utility providers prior to obtaining these letter(s) of commitment. The meeting date must be included in the letter. The Ohio Department of Development may reject applications for assistance in those instances in which utility providers were not appropriately consulted prior to submitting an application. |

The Ohio Department of Development may require additional resolutions and/or ordinances as necessary for cross-jurisdictional projects.

I-1: Sample Authorization Resolution

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

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

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

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

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

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

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

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

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

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

PASSED: _____
Date

Tab J: Legal and Tax Documentation

Using Forms J-1 to J-3, Form W-9, and DMA forms, complete and attach the following:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Applicant affidavit, committing the applicant to using JRS Program funds only in accordance to law (sample form attached). |
| <input type="checkbox"/> | Tax Information and Disclosure form (use form J-2 attached). |
| <input type="checkbox"/> | Prior Legal Actions and Financial Liability form (use form J-3 attached). |
| <input type="checkbox"/> | Complete the electronic version of the Form W-9 and insert it behind this page. Form W-9 is available at: http://development.ohio.gov/edd/obd/jrs/ . |
| <input type="checkbox"/> | Complete the electronic version of the DMA form and insert it behind this page. The DMA is available at: http://www.publicsafety.ohio.gov/links/HLS0038.pdf . |

J-2: Tax Information and Disclosure Information

Enter Applicant's Name (the applicant) hereby **irrevocably** authorize the Tax Commissioner of the Ohio Department of Taxation or any agent designated by the Tax Commissioner from the date below until Enter Date (one year from the date below) to disclose to the Director of the Ohio Department of Development or any designated employee of the Director the amounts of any or all outstanding liabilities for corporate franchise tax, individual income tax, employer withholding tax, commercial activity tax, slaes and use tax or excise tax which are currently unpaid and certified to the Attorney General of the State of Ohio for collection.

The applicant expressly waives notice of the disclosure(s) to the Ohio Department of Development by either the Tax Commissioner or by any agent designated by the Tax Commissioner. The applicant expressly waives the confidentiality provisions of the Ohio law which would otherwise prohibit disclosure and agrees to hold the Ohio 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 of this authorization is as valid as the original.

Signature of Authorized Representative: _____

Date

Printed Name of Authorized Representative

Title

Address

City, State/Province and Postal Code

County

Federal Tax Identification Number

Ohio Tax Identification Number

J-3: Prior Legal Actions and Financial Liability Form

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

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

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

Explain any outstanding financial liabilities the applicant has with State or local governments in Ohio. Whether or not the amounts are being contested in a court of law, does the authorized representative or the applicant owe:

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Applicant (Print Name)

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

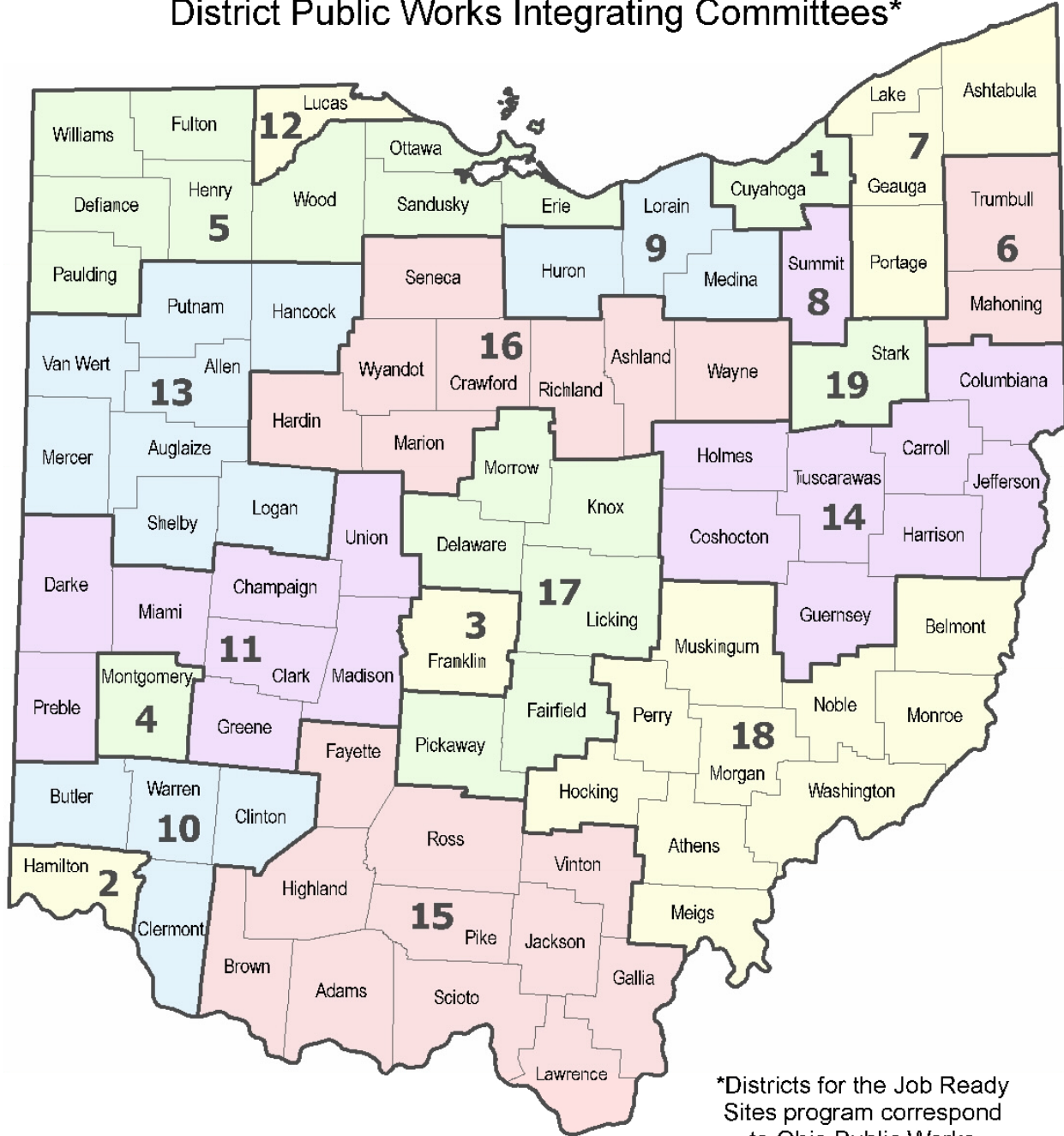
Title

Appendix A

OHIO

Job Ready Sites

District Public Works Integrating Committees*



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

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

RD41206A

Appendix B

DPWIC Contact List ¹⁴		
District	Chair	Liaison
1	Robert C. Klaiber Jr. 2100 Superior Viaduct Avenue Cleveland, OH 44113 PH: (216) 443-3808 FAX: (216) 348-3896 Email: rklaiber@cuyahogacounty.us	Claire M. Kilbane 323 Lakeside Avenue Suite 400 Cleveland, OH 44113-1603 PH: (216) 443-3710 FAX: (216) 443-3737 Email: ckilbane@cuyahogacounty.us
2	William W. Brayshaw Hamilton County Engineer 10480 Burlington Road Cincinnati, OH 45231 PH: (513) 946-8902 FAX: (513) 946-8901 Email: william.brayshaw@hamilton-co.org	Joseph D. Cottrill Hamilton Co Engineers Office 10480 Burlington Road Cincinnati, OH 45231 PH: (513) 946-8906 FAX: (513) 946-8901 Email: joe.cottrill@hamilton-co.org
3	Dean C. Ringle Franklin County Engineer 970 Dublin Road Columbus, OH 43215 PH: (614) 462-3043 FAX: (614) 462/3359 Email: dringle@franklincountyengineer.org	Wilma Yoder MORPC 111 Liberty St. Suite 100 Columbus, OH 43215 PH: (614) 233-4175 FAX: (614) 228-1904 Email: wyoeder@morpc.org
4	Stephen Denlinger 9215 Access Road Brookville, OH 45309 PH: (937) 424-9111 FAX: (937) 424-9105 Email: sdenlinger@barrett paving.com	William Timmons Montgomery Co Engineer's Office 451 W. Third Street P.O. Box 972 Dayton, OH 45422 PH: (937) 225-6361 FAX: (937) 496-7441 Email: timmonsp@mcoho.org
5	Jack Meyers P.O. Box 469 554 River Road Huron, OH 44839 PH: (419) 433-7303 FAX: (419) 433-6214 Email: jmeyers@erie-county-ohio.net	Dennis Miller Maumee Valley Planning 1300 E Second Street Suite 200 Defiance, OH 43512 PH: (419) 784-3882 FAX: (419) 784-2061 Email: dmiller@mvp.org
6	William Totten City of Warren 540 Laird Avenue SE Warren, OH 44484 PH: (330) 841-2565 FAX: (330) 841-2614 Email: btotten@warren.org	Rachel McCartney Eastgate Regional Council of Governments 100 East Federal St. Suite 1000 Youngstown, OH 44503 PH: (330) 779-3800 FAX: (330) 779-3838 Email: rmccartney@eastgatecog.org

¹⁴ Updated as of December 9, 2009

7	<p>Robert L. Phillips 470 Center Street Building 5 Chardon, OH 44024-1068 PH: (440) 279-1800 FAX: (440) 285-9864 Email: rphillips@co.geauga.oh.us</p>	<p>Mike Stone 470 Center St. Building 5 Chardon, OH 44024-1053 PH: (440) 279-1800 FAX: (440) 285-9864 Email: mstone@co.geauga.oh.us</p>
8	<p>Russell M. Pry 175 South Main Street Ohio Building 8th Floor Akron, OH 44308-1314 PH: (330) 643-2627 FAX: (330) 643-2507 Email: rpry@summitoh.net</p>	<p>Nick Lautzenheiser Planning Administrator 175 South Main Street, Suite 207 Akron, OH 44308 PH: (330) 643-7440 FAX: (330) 643-2886 Email: nlautzenheiser@summitoh.net</p>
9	<p>Kenneth P. Carney 247 Hadaway Street Elyria, OH 44035 PH: (440) 329-5586 FAX: (440) 329-5587 Email: kcarney@loraincounty.us</p>	<p>John Hamilton 247 Hadaway Street Elyria, OH 44035 PH: (440) 329-5586 FAX: (440) 329-5587 Email: jhamilton@loraincounty.us</p> <p>Bill Holtzman Email: bholtzman@loraincounty.us</p>
10	<p>Loretta Rokey City of Milford 745 Center St Suite 200 Milford, OH 45150 PH: (513) 576-5460 FAX: (513) 248-5096 Email: lrokey@milfordohio.org</p>	<p>Lori B. Libby Cntr./Public Mgmt. & Reg. Affairs 2 Harrison Hall – Miami University Oxford, OH 45056 PH: (513) 529-6959 FAX: (513) 529-6939 Email: libbylb@muohio.edu</p>
11	<p>Brad Vath Tipp City Government Center 260 South Garber Drive Tipp City, Ohio 45371 Ph: 937-669-8477 ext 3118 Fax: 937-667-2231 Email: vathb@tippcity.net</p>	<p>Thea Walsh Spring View Government Center 3130 E. Main St., Suite 2A Springfield, OH 45505 PH: (937) 521-2135 FAX: (937) 328-3940 Email: twalsh@clarkcountyohio.gov</p>
12	<p>Keith Earley One Government Center Suite 870 Toledo, OH 43604-2258 PH: (419) 213-4541 FAX: (419) 213-4598 Email: kearley@co.lucas.oh.us</p>	<p>Mark E. Drennen One Government Center Suite 870 Toledo, OH 43604-2258 PH: (419) 213-4401 FAX: (419) 213-4598 Email: mdrennen@co.lucas.oh.us</p>

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15	David Lynd County Engineer 111 South 4 th Street/Courthouse Ironton, OH 45638-1589 PH: (740) 533-4317 FAX: (740) 533-4411 Email: lawcoengr@ash.twcbc.com	Kim Reynolds OVRDC 9329 State Route 220 East Suite A Waverly, OH 45690-9012 PH: (800) 223-7491 FAX: (740) 947-3468 Email: KReynolds@ovrdc.org
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17	L. Randy Bush Morrow County Court House 50 E. High Street Mt. Gilead, OH 43338 PH: (419) 947-4530 FAX: (419) 947-4540 Email: mrwcoeng@rroho.com	Sue Spiker Licking Co Planning Commission 20 S. Second Street Newark, OH 43055 PH: (740) 670-5208 FAX: (740) 670-5197 Email: sspiker@lcounty.com
18	Fred Bennett 101 W. Main St. Courthouse St. Clairsville, OH 43950 PH: (740) 699-2160 FAX: (740) 695-8894 Email: fbennett@belmontcountyengineer.com	Michelle Hyer Buckeye Hills PO Box 520 Reno, OH 45773 PH: (740) 374-9436 FAX: (740) 374-8038 Email: mhyer@buckeyehills.org
19	Dan Moeglin Canton City Engineer 2436 30th St. NE Canton, OH 44705 PH: (330) 489-3381 FAX: (330) 489-3337 Email: dan.moeglin@cantonohio.gov	Jeff Dotson Regional Planning Commission 201 3 rd Street North-East Suite 201 Canton, OH 44702 PH: (330) 451-7389 FAX: (330) 451-7990 Email: jgdotson@co.stark.oh.us

Appendix C

JRS Program Utility Standards for Site Certification Projects by Site Category¹⁵					
Site Category	Water	Sanitary Sewer	Electric¹⁶	Gas	Telecom
Manufacturing¹⁷ (Heavy, Light, or Clean)	0.50 MGD ¹⁸	0.30 MGD	Adequate delivery voltage and capacity for 6MW demand with reliable service characteristics	300,000 CFH ¹⁹	Reliable service via modern infrastructure. Looped fiber preferred.
Existing Industrial Building	0.50 MGD	0.30 MGD	Adequate delivery voltage and capacity and reliable service characteristics	300,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred.
Mega Manufacturing Operation²⁰	1.0 MGD	0.75 MGD	Adequate delivery voltage and capacity for 12MW demand with reliable service characteristics	600,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred.
Smart Office	0.25 MGD	0.25 MGD	Adequate delivery voltage and capacity and reliable service characteristics	Gas available	Reliable service via modern infrastructure. Looped fiber preferred.
Technical Center/ Research Laboratories	0.50 MGD	0.30 MGD	Adequate delivery voltage and capacity and dual feed from separate subs	Gas available	Reliable service via modern infrastructure. Looped fiber preferred.

¹⁵ Upon completion of the proposed project, the Department requires the utility infrastructure listed in Appendix C of this application to be present at the site improvement project at the available minimum capacities stated. The applicant must demonstrate available system capacity and delivery capability at site, including size of pipes/lines, etc.

¹⁶ Adequate delivery voltage and capacity means there is sufficient voltage and reserve capacity in the electric system's network to support the designated demand requirement. Reliable service characteristics include substation(s) that are in close proximity to the property and the electric infrastructure is in good condition and safely located.

¹⁷ Subdivision allowed but must maintain a reasonable minimum acreage for a single user or project.

¹⁸ Million gallons per day.

¹⁹ Cubic feet per hour

²⁰ Subdivision allowed but must maintain a reasonable minimum acreage for a single user or project.

Appendix D

Sample Notification Letter.

[Date]

Ms. Sheena Metzger
Administrator
Ohio Job Ready Sites Program
77 South High Street, 28th Floor
Columbus, OH 43215

RE: Submission of Job Ready Sites Program Application to DPWIC

Dear Ms. Metzger:

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

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

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

Sincerely,

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