



Ohio Job Ready Sites (JRS) Program

District Public Works Integrating Committee (DPWIC) Application Completeness Checklist

Site Improvement Project Name:

Site Improvement Project Location:

Evaluation Name:

Title:

DPWIC Number:

Date:

This checklist is for use by the DPWICs only. Next to each list item indicate whether the applicant provided the required item of information, or the applicant did not provide the information. For each listed item not provided by the applicant, the DPWIC's executive committee must notify the applicant in writing to correct the deficiency(ies).

Complete this checklist and attach it to the respective application and scoring sheet submitted to the Ohio Department of Development.

Table with 4 columns: Required Item, N/A, Provided, Not Provided. It contains three rows of eligibility requirements for the ORC 122.0815, each with checkboxes for 'Provided' and 'Not Provided'.

Required Item	N/A	Provided	Not Provided
<ul style="list-style-type: none"> ○ Grant funds are allocated towards allowable costs (acquisition of land and buildings, building construction, renovations and/or demolition, planning or feasibility studies, surety bonds and/or insurance premiums, environmental remediation, and/or infrastructure improvements) 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Not more than ten percent of grant funds will pay for the costs of professional services 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ There is at least a 25 percent local match investment 		<input type="checkbox"/>	<input type="checkbox"/>
Applicant Authorization and Certification (Page 4)			
<ul style="list-style-type: none"> ○ Name, date, and signature 		<input type="checkbox"/>	<input type="checkbox"/>
Applicant Information (Page 5)			
<ul style="list-style-type: none"> ○ Applicant name and primary contact 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Applicant Type 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If private, for profit entity, waiver attached? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Date incorporated with applicant in existence for two years prior to application 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If not in existence for two Years, waiver attached? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Contact information for consultant, law firm, or other third party assisting the applicant 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Improvement Project Information (Page 6)			
<ul style="list-style-type: none"> ○ Location or address of site improvement project 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ DPWIC Number 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If site improvement project is located in more than one district, application was filed with the DPWIC having larger proportion of the project site 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Applicant indicated one Site Certification category 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Applicant indicated one Intensity Level 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If High Intensity, the applicant proposed site certification 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Item	N/A	Provided	Not Provided
○ If Low Intensity, the applicant proposed a site certification option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ All political subdivision(s) listed with primary jurisdiction over site improvement project		<input type="checkbox"/>	<input type="checkbox"/>
○ Ohio Senate and House districts		<input type="checkbox"/>	<input type="checkbox"/>
Site Profile (Tab A)			
○ Demographics, workforce, higher education availability		<input type="checkbox"/>	<input type="checkbox"/>
○ Information included according to required format		<input type="checkbox"/>	<input type="checkbox"/>
○ Information provided for the following: <ul style="list-style-type: none"> ○ Size ○ Utilities ○ Transportation Access ○ Tax Structure ○ Local Incentives ○ Air Attainment Status 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Information on Investment in the Project (Tab B)			
○ Completed total costs formula		<input type="checkbox"/>	<input type="checkbox"/>
Sources and Uses of Funds (Tab C)			
○ Completed Sources and Uses of Funds Schedule		<input type="checkbox"/>	<input type="checkbox"/>
○ Provided supporting documentation		<input type="checkbox"/>	<input type="checkbox"/>
Physical Property Description (Tab D)			
○ Description of entire property site improvement project		<input type="checkbox"/>	<input type="checkbox"/>
○ Description of current and future ownership structure		<input type="checkbox"/>	<input type="checkbox"/>
○ Provided location maps, property maps with color-coded parcels, zoning, floodplain, and topographical maps, and aerial photo(s) each with site clearly marked		<input type="checkbox"/>	<input type="checkbox"/>
○ ALTA or Aerial Survey for the entire site		<input type="checkbox"/>	<input type="checkbox"/>
○ Description of significant obstacles to development		<input type="checkbox"/>	<input type="checkbox"/>
○ Description of prior uses and existing improvements		<input type="checkbox"/>	<input type="checkbox"/>

Required Item	N/A	Provided	Not Provided
<ul style="list-style-type: none"> ○ Phase I Environmental Site Assessment for entire property (required for High Intensity projects and optional for Low Intensity projects) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Improvement Plan (Tab E)			
<ul style="list-style-type: none"> ○ Summary of specific improvements 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Site plan clearly marking all improvements 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Sub-division plan 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ List of all critical stakeholders 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Traffic impact study, if available 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Timeline, Gantt format 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Preliminary engineering studies, if available 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Public transit description 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Shared parking description 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Marketing Plan (Tab F)			
<ul style="list-style-type: none"> ○ Description of previous five year efforts to market and develop site 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Description of efforts to market site during post certification 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Description of targeted industries 		<input type="checkbox"/>	<input type="checkbox"/>
Statement of Need (Tab G)			
<ul style="list-style-type: none"> ○ Description of need to make improvements and positive economic impact 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Local and/or regional comprehensive plans and community strategy statements <ul style="list-style-type: none"> ○ Summary of plans, if available ○ Letter(s) from regional or local Planning official 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> ○ Description of marketing to the region's industry cluster 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Description of need for financial assistance 		<input type="checkbox"/>	<input type="checkbox"/>
Grant Management (Tab H)			
<ul style="list-style-type: none"> ○ Completed Form H-1 (Grant Experience) 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Total \$500,000 management experience during five years prior to application 		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Required Item	N/A	Provided	Not Provided
○ If total \$500,000 management experience not shown, waiver attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution or Ordinance of Support (Tab I)			
○ Supplied resolutions or ordinances from legislative authorit(ies) with primary jurisdiction over geographic area		<input type="checkbox"/>	<input type="checkbox"/>
○ Supplied letter(s) of regional support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Supplied resolutions or ordinances from legislative authorit(ies) with primary jurisdiction over any utilities		<input type="checkbox"/>	<input type="checkbox"/>
○ Supplied letters of commitment by utilities that serve the site improvement project		<input type="checkbox"/>	<input type="checkbox"/>
Legal Documentation (Tab J)			
○ Applicant Affidavit		<input type="checkbox"/>	<input type="checkbox"/>
○ Tax Information and Disclosure Form		<input type="checkbox"/>	<input type="checkbox"/>
○ Prior Legal Actions and Financial Liability Form		<input type="checkbox"/>	<input type="checkbox"/>
○ W-9		<input type="checkbox"/>	<input type="checkbox"/>
○ DMA Forms		<input type="checkbox"/>	<input type="checkbox"/>

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