

OHIO PUBLIC WORKS COMMISSION
DISTRICT 18
NATURAL RESOURCES ASSISTANCE COUNCIL



CLEAN OHIO FUND GUIDELINES BOOKLET

FOR PREPARING AN APPLICATION FOR
CLEAN OHIO CONSERVATION FUND

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Buckeye Hills - Hocking Valley

Regional Development District

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General Information

I. Introduction

The Clean Ohio Conservation Fund is part of the Clean Ohio Fund originally proposed by Governor Bob Taft in his 2000 State of the State address. Clean Ohio is a \$400 million bond program instituted to preserve natural areas and farmland, protect streams, create outdoor recreational activities, and revitalize urban areas by cleaning up Brownfield sites. Over the next four years, \$150 million in grants will be awarded to eligible conservation projects, including the purchase of open spaces and the costs associated with making them accessible to the general public; and for the protection of stream corridors, providing wildlife habitat and reducing erosion.

Projects will be funded through the Ohio Public Works Commission with monies allocated to each of the 19 Public Works Districts. Each district's Integrating Committee appoints an 11 member Natural Resources Assistance Council (NRAC) to assist in the selection of Clean Ohio Conservation Fund projects. The members of the NRAC are selected from organizations with expertise in conservation, natural resource protection, parks and recreation, and environmental protection. Each council is responsible for developing the necessary criteria for rating projects and deciding how to allocate funds within the district.

Those who may apply for funds include local governments, park and joint recreational districts, conservancy districts, soil and water conservation districts, and non-profit organizations. Applicants must provide a 25% local match, which may consist of contributions of money by any person, any local or political subdivision, or the federal government, or of contributions in-kind by such entities through the purchase or donation of equipment, land, easements, interest in land, labor, or materials necessary to complete the project (Section 164.27, ORC).

This Clean Ohio Conservation Fund Guidelines Booklet has been created by the Buckeye Hills-Hocking Valley Development District (BH-HVRDD) District 18 NRAC Liaison to aid applicants in completing the Clean Ohio Conservation Fund Application. The District 18 NRAC Liaison urges you to read through this booklet carefully before beginning to fill out the application.

II. Full Application Submittal and Deadline

Applicants must submit one (1) original, (11) copies, and (1) electronic copy of their Clean Ohio Conservation Fund application to the District 18 NRAC Liaison by 4:00 p.m. Monday, December 1, 2008. The delivery address for the full application is:

**Postal Delivery:
Buckeye Hills-Hocking Valley Regional Development District
Attn: District 18 NRAC Liaison
P.O. Box 520
Reno, Ohio 45773**

**Hand Deliver or Overnight Ship To:
Buckeye Hills-Hocking Valley Regional Development District
1400 Pike Street
Marietta, Ohio 45750**

**** One photocopy should be kept by the applicant for future reference.***

The following materials are included in this booklet to assist the applicant in preparing a Clean Ohio Conservation fund application. Available supplies of most items are available upon request from BH-HVRDD or on the Buckeye Hills website at www.buckeyehills.org.

Application Guidelines and Supporting Documentation (This Booklet)

This booklet includes guidelines for preparing your application and the following supporting information for your use in completing the Clean Ohio Conservation Fund application.

Evaluation Criteria

Subdivision Codes

Examples of Attachments

Clean Ohio Conservation Fund Application Forms

One (1) full set of Clean Ohio Conservation Fund application forms is included with this booklet. Each applicant must complete all of the required Clean Ohio forms for their project.

Binder Clip

Applicants must submit the original and eleven photocopies of their full application in an unbound, untabbed, unstapled format, each secured only with a binder clip. One (1) binder clip is included in this kit for the applicant's use. It is the applicant's responsibility to obtain extra binder clips for the additional copies.

IV. Assistance for Applicants

If you have any questions, please feel free to contact Michelle Hyer, District 18 NRAC Liaison at mhyer@buckeyehills.org or contact any NRAC committee member in your county.

Assembling the Application

One original, eleven copies, and one electronic copy of an applicant's full application should be submitted to the District 18 NRAC Liaison; each should be secured with a binder clip and arranged in the following order:

Examples of attachments are included as Exhibit 4 of this booklet. Items in bold are required attachments for all applications.

Application	Clean Ohio Conservation Fund Application Forms Pages 1-6 (in order)
Required Attachments For all Projects	
Attachment A	Project Emphasis: Provide the project specifics. Indicate precisely what the project emphasizes as defined by Section 164.22 (A) (B) of the Ohio Revised Code.
Attachment B	Authorization by the Governing Body of the Applicant: A certified copy of the legislation by the governing body of the applicant authorizing the designated office to submit this application and execute contracts.
Attachment C	Chief Financial Officer's Certification of Funds: A statement from the applicant's chief financial officer certifying that all local share funds required for the project will be available on or before the dates listed in the Project Schedule section.
Attachment D	Formal Detailed Estimate of the Project's Costs: An estimate of project cost provided by an architect, landscape architect, or other professional. For land acquisition, an appraisal by a State Certified general real estate appraiser, as defined under ORC 4763 for the type of land being appraised will need to be submitted to the NRAC prior to closing.
Attachment E	Cooperation Statement: An agreement, which identifies the fiscal and administrative responsibilities of each participant.
Attachment F	Resolution of Support: Refer to section 164.23 (B) (1) of the Ohio Revised Code for guidance. (Included in Exhibit 3)
Additional Attachments to be Included If Needed For Your Project	
Attachment G	Participation by State Agencies: Identify any state agencies that will provide assistance to this particular project.
Attachment H	Coordination of project among local political subdivisions if the project involves more than one subdivision or district.
Attachment I	Supporting documentation such as additional project description, photographs, and/or other information to assist NRAC in ranking your project.

Completing the Clean Ohio Application Forms

Clean Ohio Page 1

Applicants are encouraged to review the District 18 NRAC Scoring Methodology, included as Exhibit 1, prior to completing the application for funding. Each project will be rated and ranked along with others in District 18 and the most competitive projects will receive funding. It is very important that you understand how points are given to projects in order to select your most competitive projects for submission to the NRAC.

Clean Ohio Conservation Fund Application Page 1 is a standard form, which must be completed by applicants requesting funding from the Ohio Public Works Commission. Applicants must complete Page 1 as follows:

Applicant: Indicate the name of the applicant; eligible applicants include county, municipal corporation, township, conservancy district, soil and water conservation district, joint recreational district, park district/authority, nonprofit organization and possibly others to be determined by the Director of the Ohio Public Works Commission.

Projects involving multiple applicants must select one applicant to serve as the lead or administrator of the project. A cooperative agreement must be executed and attached as required in section 5.0, Attachments. Only one application is necessary.

Code # ___ - ___: Enter your Ohio Public Works Commission applicant code. If unknown, you may leave it blank or call the commission at (614) 466-0880.

District Number: Enter the number of the Natural Resources Assistance Council to which you are applying (where the project is located). If unknown, refer to the map on the second page of the application or call the commission at (614) 466-0880. ***Your community is located in District 18.***

County: Enter the county in which your community is located.

Date: Enter today's date.

Contact: Enter the contact person, **available during business hours**, who can best answer or coordinate a response to questions regarding your application.

Phone #, Fax #, and E-Mail Address: Enter the **daytime** telephone number, the fax number, and E-Mail address (if available) of the contact person.

Project Name: Name of the project applied for; please be descriptive and specific, e.g.: Smiling Creek Riparian Corridor, Happy Metropark Rare Habitat Preserve.

Eligible Applicant: Check the item that legally describes your status. Projects involving more than one applicant should use the type that describes the lead applicant.

Project Type: Check the item which describes the largest component of your project.

Estimated Total Project Cost: Enter the total dollar amount that your project will cost from Section 1.1(f) of your application.

Clean Ohio Conservation Funding Requested: Enter the total dollar amount of your request for Clean Ohio Conservation Fund assistance from Section 1.2(e) of your application.

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Section 1.0 – Project Financial Information

1.1 Project Estimated Costs: (When completing this section, *please round to the nearest dollar*).

a) Acquisition Expenses

Enter land purchase and/or easement purchase acquisition costs. If there are other acquisition expenses please define under “Other”.

b) Planning and Implementation

Enter costs for planning such as appraisal fees, closing costs, title search, environmental assessments, and design. If there are additional planning and implementation costs not identified on the application, please define under “Other Eligible Costs”.

c) Construction or Enhancement of Facilities

Enter estimated construction costs to be paid to contractors or to be completed with in-kind work (through your own employees/volunteers). These costs must be supported by and be consistent with a detailed architect’s or engineer’s estimate.

d) Permits, Advertising, and Legal

Enter direct expenses for permit fees, advertising, and legal fees.

e) Construction Contingencies

Enter contingency amount indicated in you architect’s or engineer’s certified cost estimate (this amount should not exceed 10% of estimated construction costs).

f) Total Estimated Costs

Enter the total of items (a.) through (e.). Please round to the nearest dollar.

In-Kind Column

Indicate amount of work to be performed by your own employees. This could also include donated land, services and/or materials and volunteer labor. This should be supported by an architect’s or engineer’s estimate in compliance with the Ohio Revised Code.

Ineligible Costs – The following do not qualify for funding:

Projects shall not include hydro modification projects such as dams, dredging, sedimentation and bank clearing and shall not accelerate untreated water runoff or encourage invasive nonnative species.

Projects shall not include costs of planning or administrative services of a district NRAC, in reviewing, recording, approving, or disapproving project applications.

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1.2 Project Financial Resources

In this section provide a breakdown of all project funding sources including the total amount of funding from each source and percentage in relation to the total project.

- a) Local In-Kind Contribution**
Indicate the dollar value of force account labor (applicant's own employees), materials, equipment, or volunteer labor that will likely be contributed by the applicant toward the project.
- b) Applicant Contributions (Local Funds)**
Indicate the dollar amount of actual applicant support, e.g. general revenues, local debt, user fees, etc.
- c) Other Public Revenues**
Indicate other funding sources and dollar amounts expected from these sources. Nature Works, Land and Water Conservation Fund, Ohio Environmental Protection Agency (OEPA), Ohio Water Development Authority (OWDA), Community Development Block Grant (CDBG), Ohio Department of Natural Resources (ODNR), or others.
- d) Private Contributions**
Any Private sources such as developers, assessments, etc.
- e) Clean Ohio Conservation Fund**
Financial assistance from the Clean Ohio Conservation Fund. Please also include participation from other Natural Resources Assistance Councils. Applicants may request grants up to seventy-five percent (75%) of the total project cost.
- g) Total Financial Resources**
Total items (a) through (e). This sum must equal the total estimated costs in section 1.1 (f). The sum of the percentages should equal 100%.

1.3 Availability of Local Funds

Indicate the status (date available) of all funding sources identified in sections 1.2(a) through 1.2(d). For applicant contributions, a Status of Funds Report should be signed by the applicant's CFO, which certifies that all local share funds are available as indicated in the application and have been formally earmarked for the project. The CFO should also indicate status of all non-Clean Ohio Conservation funds to be used for the project. For public revenues, indicate the specific program from which the funds are coming.

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Section 2.0 Project Information

2.1 Brief Project Description

A) Specific Location

Attach a map indicating the specific location. If a map is not available, provide specific location of the project boundaries (where the project begins and ends).

B) Project Components

Describe the kind of project and project components. For example, an open space project should indicate whether or not it involves habitat protection, reforestation of land, etc.

C) Project Emphasis

Provide the project specifics. Please indicate precisely how the project meets the emphasis described in Attachment A of the project application. Include descriptive characteristics such as the size of space being acquired or enhanced.

D) Define Terms of Easement

Please refer to Section 164.26 of the Ohio Revised Code for guidance.

E) Information Regarding Public Access

Describe where the access is located. Is it open to the general public or are there restrictions? What are the hours of availability? Will the general public be given the opportunity to participate in the planning of the project?

2.2 Ownership/Management/Operation

Please indicate who will own, maintain, and operate the improvement.

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3.0 Project Schedule

Indicate the estimated beginning and ending dates of your project. (3.1) planning and implementation, (3.2) land acquisition/easements, (3.3) site improvements. If dates are not applicable to your project, please enter "N/A".

Projects that lend themselves to a future program year may be returned for resubmission at a later date.

4.0 Project Officials

4.1 Chief Executive Officer (CEO)

Identify the person who will have the legal authority to sign a project agreement as indicated in the required authorization (see Section 5.0, Attachments). This person must have the authority to enter into a contract with the commission. Examples of a CEO are: the chair/president of the board of county commissioners or township trustees, a mayor or manager of a city or village. Include title, mailing address, phone number, fax number, and E-Mail address, if available. **Project Agreements from the OPWC will be mailed directly to the Chief Executive Officer for execution.**

4.2 Chief Financial Officer (CFO)

Identify the person who will have the legal responsibility for managing both local and state funds. The CFO reviews and certifies the validity and accuracy of accounts, reviews invoices associated with the project, and assists in requesting the disbursement of program funds from the OPWC. Examples of a CFO are: county or city auditor, clerk/treasurer, or finance director. Include title, mailing address, phone number, fax number, and E-Mail address, if available.

4.3 Project Manager (PM)

Identify the person with whom OPWC should have contact regarding administration of the project. This person could be a county or city engineer, an employee of the applicant, or a contracted consultant. Include title, mailing address, phone number, fax number, and E-Mail address, if available.

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5.0 Attachments/Completeness Review

Be certain each of the items listed below is attached. Your application may be delayed or rejected if the information is omitted or incomplete. For your convenience, sample documents are attached to these instructions.

A certified copy of the authorization of the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts with the commission. This individual should sign under 6.0, Applicant Certification, below.

A certification signed by the applicant's chief financial officer stating all local share funds required for the project will be available on or before the dates listed in the Project Schedule section.

A formal detailed estimate of the project's costs provided by an architect, landscape architect, or other professional. For land acquisition, an appraisal by a State-Certified general real estate appraiser, as defined under ORC 4763 for the type of land being appraised will need to be submitted to the NRAC prior to closing.

A cooperation agreement, (if the project involves more than one entity) which identifies the fiscal and administrative responsibilities of each of each participant.

Resolution of Support (please refer to Section 164.23 (B)(1) of the Ohio Revised Code for guidance – Included in Exhibit 3).

Identification of any participation by state agencies that may have expertise regarding the particular project and that may provide assistance with respect to the project.

Information concerning the coordination of the project among local political subdivisions, state agencies, federal agencies, community organizations, conservation organizations, and local business groups.

Supporting Documentation: Materials such as additional project description, photographs, and/or other information to assist your NRAC in ranking your project. Be sure to include supplements which may be required by your local NRAC.

Have you reviewed your NRAC's methodology to see that you have addressed all components?

6.0 Applicant Certification

The Chief Executive Officer, as indicated in your application under Section 4.1, is required to certification on the application form. Please ask him/her to read this section carefully before signing. The Commission must be notified in writing if this individual changes at any time during the review and administration of this project.