

NORTHCOAST BROWNFIELD COALITION COMMUNITY ASSESSMENT INITIATIVE GUIDELINES

Locations	Brownfield sites within Cuyahoga County
Eligible Applicants	Public entities, non-profit organizations, and businesses that did not cause or contribute to contamination of the site
Assistance Available	Grant-subsidized environmental site assessment services from highly-qualified private environmental consulting firms pre-selected by the Cuyahoga County Department of Development
Eligible Services	<ul style="list-style-type: none"> • Phase I and II Environmental Site Assessments • Asbestos and/or Lead-based Paint Surveys • BUSTR 3-Tier Evaluations and Closure Reports • Risk Assessments • Remedial Action Plans • Urban Setting Designations

Application Process

Submission Deadline	Complete Applications must be submitted at least 60 days prior to anticipated start of assessment activities
Application Submission	Cuyahoga County Department of Development Attn: Janise Bayne 1701 East 12 th Street Reserve Square 1st Floor Cleveland, Ohio 44114
Evaluation Criteria	<ul style="list-style-type: none"> • Applications will be reviewed for completeness and scored by County staff. • Projects will be presented to and evaluated by the Community Assessment Initiative Review Committee, which consists of members of the Northcoast Brownfield Coalition, County Board of Health and representatives from local community development organizations. • Projects selected by the Committee will be referred to the USEPA for an eligibility determination.
Access	If the project is deemed eligible by USEPA, the County will enter into an access agreement with the property owner(s).
Contracting	<ul style="list-style-type: none"> • All contracts are subject to approval by the Cuyahoga County Executive. • If the County is able to secure access, the County will enter into a contract with the selected environmental consultant for the project. • Services will start soon after project details and work expectations are decided at a “kick-off” meeting with selected applicants, consultant, and brownfields staff.

NORTHCOAST BROWNFIELD COALITION COMMUNITY ASSESSMENT INITIATIVE COMMERCIAL/INDUSTRIAL END USE APPLICATION

Requested Services:

Hazardous Substances

- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
- Asbestos Survey
- Lead-Based Paint Inspection
- Remedial Action Plan
- Risk Assessment
- Urban Setting Designation

Petroleum

- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
- BUSTR Closure Report
- BUSTR Tier Evaluation
- Remedial Action Plan
- Risk Assessment

Preferred Assessment Schedule: from (mo/yr) _____ to (mo/yr) _____

Reason for Funding Request:

- | | |
|--|--|
| <input type="checkbox"/> Facilitate property transfer | <input type="checkbox"/> Business Expansion |
| <input type="checkbox"/> Pre-Purchase Due Diligence | <input type="checkbox"/> Business Relocation |
| <input type="checkbox"/> Financing/ Refinancing Purposes | <input type="checkbox"/> Pursuit of Public Funds |

Other:

APPLICANT INFORMATION

If Applicant is not the municipality in which the property is located, the Applicant must acquire a resolution of support from the local municipality. See Part D for City of Cleveland support requirements. Please provide the resolution of support in **ATTACHMENT A**.

1. Applicant Name _____

Applicant is: Municipality Non-profit Developer/Private Business
 Other (specify) _____

2. Applicant Contact (or Authorized Representative)

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

Email _____ Website _____

PART A – PROJECT INFORMATION

PROJECT CONTACT INFORMATION

3. Project Name: _____
4. Project Manager Name: _____
- Organization/Entity: _____
- Address _____
- City _____ State _____ Zip Code _____
- Phone (_____) _____ - _____ Fax (_____) _____ - _____
- Email _____ Website _____
5. Names(s) of Current Project Environmental Consultant and Legal Counsel (if applicable)
- Consultant _____ Phone (_____) _____ - _____
- Attorney _____ Phone (_____) _____ - _____

PROPERTY INFORMATION

6. Property Name (including aliases or historic names) _____
- _____
7. Property Address _____
- City _____ State _____ Zip Code _____
8. Latitude Coordinate: _____ Longitude Coordinate: _____
9. Property Contact Name (if different than Project Manager) _____
- Address _____
- City _____ State _____ Zip Code _____
- Phone (_____) _____ - _____ Fax (_____) _____ - _____
- Email _____ Website _____
10. County Council District: # _____

PROPERTY SIZE AND CURRENT OWNERSHIP:

11. Size of property to be assessed (acres)_____Number of parcels_____

12. Permanent Parcel Number(s) ***Please attach additional sheet(s) if there are more parcel numbers.***

13. Number of Current Property Owner(s) _____

Please attach a spreadsheet identifying the permanent parcel number(s), respective property owner(s) with their mailing address and phone numbers, and respective acreage for the entire project property ATTACHMENT B.

Please attach the current year tax record from the Cuyahoga County Auditor's website (<http://fiscalofficer.cuyahogacounty.us/AuditorApps/real-property/REPI/default.asp>) (ATTACHMENT C).

PART B – PROJECT ELIGIBILITY

14. Is the property eligible to participate in the Ohio Environmental Protection Agency (EPA) Voluntary Action Program (VAP) as defined in Ohio Administrative Code 3745-300-02?

YES

If yes, is the property currently enrolled in the VAP? **YES** **NO**

If yes, please describe the activities completed thus far under VAP (e.g., Phase I, Phase II and dates) _____

NO

15. Is the property an abandoned or vacant industrial/commercial facility?

YES

If yes, number of years vacant_____

OR

16. Is the property an active, but underutilized industrial/commercial facility?

YES (*Explain how long the property has been underutilized, and the circumstances*)

Explanation: _____

NO

17. Is the Applicant a potentially responsible party (PRP) liable for cleanup of hazardous substances and/or petroleum products on the property?

- YES
- NO
- Unknown

18. Has the Applicant been subject to either of the following?

- A judgment or order in a court of law or an administrative order issued by an administrative body that would require the Applicant to assess, investigate, or clean up the property,
- A filed enforcement action brought by federal or state authorities, or is party to a citizen suit, that would, if successful, require the Applicant to assess, investigate or clean up the property?
- NO

19. Does the Applicant have or can it obtain access to 100% of the property to be assessed?

- YES Applicant is sole property owner or has control of property
- YES Property is an orphan property (any property for which there is no person/entity liable and able to pay for cleanup or remediation costs) and best efforts to contact the titled landowner to obtain permission have been unsuccessful
- YES Applicant has entered into an access agreement with current Property Owner
- YES The Applicant has not obtained access but is presently working on acquiring an access agreement with current Property Owner(s)?
- YES Applicant is a municipal corporation with legal authority to declare conditions on the property to be a public nuisance and enter the property to abate the nuisance
- YES Other (specify) _____

- NO

PART C – PROJECT SELECTION CRITERIA

20. If this funding request is due to pursuit of financing or refinancing, please provide the following:

- HUD SBA Commercial Lender Unknown at this time
- Other:

Lending Institution: _____

Loan Officer/Contact Person: _____

Loan Officer/Contact Person Office Number: (_____) _____ - _____

Loan Officer/Contact Person Email: _____

- 21.** Has the property been identified in the community's master plan for redevelopment?
 YES *Attach a copy of the relevant section of the master plan (ATTACHMENT D)*
 NO

- 22.** Is there a plan currently in place or being evaluated to redevelop the property?
 YES
 NO

- 23.** If yes, is the possible end use(s) part of, or consistent with, the community's master plan?
 YES
 NO *(If no, explain why)*
Explanation: _____

- 24.** If there is a redevelopment plan for the property after cleanup, please provide a brief explanation below. (Include business name, type of business activities, improvements, structures to be built, etc.) _____

- 25.** Is there a confirmed end user(s) or developer(s) for the property?
 YES Applicant has a confirmed end user(s) for the property
 YES Applicant has a developer in place, no confirmed end users
 NO

If yes, complete the following questions (22-27) and provide evidence of redevelopment commitments from end user and or developer along with Municipality Support Document Please include in **ATTACHMENTS E and F**.
If no, skip to question 28.

- 26.** Type of Investment:
Is the end user an existing business or organization that is:
 Relocating from another property within the County?
 Expansion within Cuyahoga County
 Relocating to Cuyahoga County
 Start-up / New entity

27. Please provide the current location of operations:

Address _____

City _____ State _____ Zip Code _____

Current location is: Owned Leased

NOTE: Applicant must obtain a support letter from the EXITING Community's Mayor prior to Cuyahoga County providing any funding assistance to businesses relocating within Cuyahoga County.

28. End User/Developer Name(s) _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone(_____) _____ - _____ Fax(_____) _____ - _____

Position _____ E-mail _____

29a. Anticipated start date of redevelopment after cleanup is (mo/yr) _____

29b. Anticipated time frame of project is from (mo/yr) _____ to (mo/yr) _____

Questions 30 to 32: Using the RETURN ON INVESTMENT CALCULATOR
(<http://development.cuyahogacounty.us/en-US/roicalculator.aspx>)

Please calculate the ROI for your project and include a printout of the results in
ATTACHMENT G.

30a. Projected new full-time equivalent jobs created after redevelopment is
(# of jobs) _____ with an Average Annual Salary of \$ _____

30b. Projected full-time equivalent jobs retained after redevelopment is:
(# of jobs) _____ with an Average Annual Salary of \$ _____

31a. Projected net increase in real property value after redevelopment is \$ _____

31b. Projected net increase in property taxes after redevelopment is \$ _____

31c. Projected net increase in income taxes after redevelopment is \$ _____

32. Total number of acres expected to be brought back into productive reuse is _____ (acres)

33. Former historic uses of property: _____

34. Current Land Use and Zoning Classification of Property is _____

35. Is the Property located along or near public transportation?
 YES If yes, please specify the type of transit and route or line _____

 NO

36. Proximity to homes, schools or child cares: _____ (miles)

37. Is this property adjacent to a sensitive ecosystem (creeks, streams, nature preserves, etc.)
 YES
 NO

38. Are any green energy practices going to be applied in this redevelopment project? (i.e Wind turbine, solar panels, etc.)
 YES

If Yes, please specify green energy components:

NO

39. Are any storm water best management practices going to be utilized in this redevelopment project (i.e bioretention cells, vegetative strips, green roof, etc.)?

YES

If Yes, please specify best management practices:

NO

Unknown

N/A

40. Does the project incorporate any Smart Growth principles? **Check all that apply:**

Mix land uses

Compact Building Design

Creates a range of housing opportunities with a strong sense of place

Creates walkable neighborhoods

Fosters distinctive, attractive, communities with a strong sense of place

Preserves open space, natural beauty, and critical environmental areas

Strengthen and direct development towards existing communities

Provides a variety of transportation choices

Makes development decisions predictable, fair, and cost effective

Encourages community and stakeholder collaboration in development decisions

41. Will the project?

- Create Greenspace: # of acres:_____
- Retain or Preserve Greenspace: # of acres:_____
- NO**

42a. Have any assessment activities already been completed of the property?

- YES** (Describe in **ATTACHMENT H**)
- NO**

42b. Are there any funding commitments for assessment and/or cleanup costs?

- YES**

Source(s)	Activity(s)	Funding Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

*Please provide status and evidence of financing commitments; developer equity and partnership member Include in **ATTACHMENT I.***

- NO**

44. If funded, will the assessments be utilized to apply for cleanup funding?

- YES**

Please list source(s) of applicable cleanup funding

- NO**

*****END OF APPLICATION FORM*****

PLEASE REVIEW AND REMEMBER TO INCLUDE REQUESTED:

- **ATTACHMENTS AS LISTED IN PART D (Attachments) Checklist.**
- **SIGN AND COMPLETE AUTHORIZATION CERTIFICATION INCLUDED IN PART E.**
- **SIGN AND COMPLETE APPLICANTS CERTIFICATIONS INCLUDED IN PART F.**

PART D – ATTACHMENTS

- Attachment A:** Municipal Resolution of Support.
- Attachment B:** Table detailing parcel numbers and property ownership.
- Attachment C:** Project Property Tax Information from County Auditor Website (<http://fiscalofficer.cuyahogacounty.us/AuditorApps/real-property/REPI/default.asp>)
- Attachment D:** Master Plan Documentation, if applicable.
- Attachment E:** Evidence of end-user(s)/developer(s) commitment for redevelopment (i.e.: commitment letters, capital improvement plans, city council resolutions, etc.).
- Attachment F:** Property Map - A current parcel map (include a north arrow and scale bar) that clearly delineates the project property boundaries and highlights known prominent property features .
- Attachment G:** Return on Investment Calculations Obtained from County website (<http://development.cuyahogacounty.us/en-US/ROI-Calculator-InCounty.aspx>).
- Attachment H:** Summary of environmental assessment activities conducted on the property, name of firm that conducted the assessments, dates of activities, findings, recommendations, etc.
- Attachment I:** Evidence of third-party funding commitments.

PART E – AUTHORIZATION

I understand that by signing directly below, I grant the Cuyahoga County Department of Development or its authorized agents the right to inspect, copy and access any records in my possession or within my control that the County deems necessary 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 funding 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 or Authorized Representative Name (print)

Position

Signature

Date

PART F – APPLICANT’S CERTIFICATIONS

Applicant acknowledges and agrees to the following:

_____REQUESTED SERVICES for site assessments approved and conducted pursuant this application will be within the exclusive discretion of the County.

_____The funding assistance provided by the County pursuant to this application represents the total maximum compensation for REQUESTED SERVICES site assessment.

_____The County will not be responsible for paying or performing cleanup services recommended by the REQUESTED SERVICES site assessment conducted on the subject property.

_____The County will report the results of the REQUESTED SERVICES site assessments to third parties in the event and to the extent such release is required under local, state or federal law.

_____The County will restore the subject property in accordance with the Ohio EPA standards for sealing abandoned wells and boreholes.

_____To release the County and all County officers, agents, and employees, from any and all liabilities, costs, expenses, losses, judgments, orders, penalties or fines, arising in any way out of the REQUESTED SERVICES assessment reports and recommendations, or out of reporting waste disposal and environmental releases identified during the environmental assessment activities to the extent such reporting is required under local, state or federal law,

Applicant or Authorized Representative Name (print)

Position

Signature

Date

PART G – KEY TERMS FOR APPLICATION

Smart Growth Principles: http://www.epa.gov/smartgrowth/about_sg.htm

Livability Priorities: <http://www.sustainablecommunities.gov/>

Low Impact Development (LID): <http://www.epa.gov/owow/NPS/lidnatl.pdf>

Compact Building Design: http://www.smartgrowth.org/principles/comp_design.php

Smart Growth Principles: http://www.epa.gov/smartgrowth/about_sg.htm

Livability Priorities: <http://www.sustainablecommunities.gov/>

Urban Agriculture: http://www.epa.gov/landrevitalization/download/fs_urban_agriculture.pdf

Storm Water Best Management Practices:
http://www.epa.gov/oaintrnt/stormwater/best_practices.htm

Green Energy Components: <http://epa.gov/greenbuilding/pubs/components.htm>

NorthCoast Brownfield Coalition: Workgroup partnership consisting of Cuyahoga County Department of Development, the City of Cleveland (City), the Cleveland-Cuyahoga County Port Authority (Port), Northeast Ohio Regional Sewer District (NEORSD), Cuyahoga County Board of Health (CCBH) and First Suburbs. This multi-agency group accepts, reviews and recommends Brownfield assessment application projects that meet the criteria of: Community and Economic Benefits, Redevelopment, Risk and Leverage.

APPLICATION SUBMISSION

Please Submit One (1) Original, Completed Application to the Northcoast Brownfield Coalition via the Cuyahoga Department of Development.

Cuyahoga County Department of Development
Attn: Janise Bayne
1701 East 12th Street
Reserve Square 1st Floor
Cleveland, Ohio 44114
