

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
Available 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 2079 East 9 th Street Cleveland, Ohio 44115
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 Standards, 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 county 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 APPLICATION
GREEN OR NON-PROFIT END USE**

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) _____

APPLICANT INFORMATION

All applicants must provide a Resolution of Support (in **ATTACHMENT A**) from the City Council of the Municipality where site is located. For sites located within the City of Cleveland, see Part D for support requirements.

1. Applicant Name: _____

Applicant is: Municipality Non-profit Developer/Private Business
 Community Development Corporation Other _____

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(_____) _____ - _____
E-mail _____ Website _____
5. Names(s) of Current Project Environmental Consultant and Legal Counsel (if applicable)
- Consultant _____ Phone (_____) _____ - _____
Attorney _____ Phone (_____) _____ - _____

GENERAL 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 (_____) _____ - _____
E-mail _____ Website _____
10. County Council District: # _____

PROPERTY SIZE:

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.***

13a. Current Property Zoning Classification:_____

13b. Proposed Property Zoning Classification End Use: _____

14. Is property adjacent to creek/stream/pond:

YES: please name:_____

NO

15a. Anticipated End Use:

Proximity to Public Parks/Greenspace:_____ (miles)

15b. Name of Public Park(s)_____

PROPERTY OWNERSHIP:

16. Number of Current Property Owner(s) _____

17. Current Property Owner Name(s)_____

Address_____

City_____ State____ Zip Code_____

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

*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 in **ATTACHMENT B.***

PART B – PROJECT ELIGIBILITY

18. 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 (Phase I, Phase II and dates) _____

NO

19a. Is the property an abandoned or vacant industrial/commercial facility?

YES

If yes, number of years vacant _____

OR

19b. Is the property an active, but underutilized industrial/commercial facility?

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

Explanation: _____

NO

20. Is the property Current in County Property taxes?

YES

NO

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

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

YES

NO

UNKNOWN

22. 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**

23. 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 or 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** 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 same.
- YES** Other (specify)_____
- NO**

PART C – PROJECT SELECTION CRITERIA

PLEASE Refer to “Key Terms for Application” in Part G for more information.

24a. Why should the Northcoast Brownfield Coalition fund an assessment for the project property?

24b. What is the redevelopment Start Date? _____

24c. What is the planned reuse of this property? _____

(i.e. green space, park, Playground, housing or other non-profit end use, etc.)

Cuyahoga County Department of Development, 2079 East 9th Street, Cleveland, Ohio 44115

25a. Has the property been identified in the community's master plan for redevelopment?

- YES
- NO

25b. Is there a plan currently in place or being evaluated to redevelop the site?

- YES
- NO

25c. If yes, is the possible end use(s) for the property part of, or consistent with, the community's master plan?

- YES
- NO (If no, explain why)

Explanation: _____

26. If there is a redevelopment plan for the site after cleanup, please provide a brief explanation below; AND attach a map in ATTACHMENT D. _____

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

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

29. Past Land Uses of Property which may have caused environmental contamination:

30. Have there been any assessment activities already completed at the property either by the Applicant, Property Owner(s), Government Agencies, or Others?

Describe in ATTACHMENT E.

- YES If yes, Please list below (attach additional sheet if needed)

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

- NO

31. Is the Property located along or near public transportation?

YES If yes, please specify the type of transit and route or line:

NO

32. Proximity to Public Transportation:_____ (miles)

33. Proximity to Public Parks/Greenspace:_____ (miles)

Name of Public Park(s)_____

34. 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

35. 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

36a. 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

36b. Will the project?

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

36c. Will the project?

- Create New Jobs: If yes, state # of jobs: _____
- Retain existing Jobs: If yes state # of jobs: _____
- NO**

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

- YES** If yes, Please list below (attach additional sheet if needed)

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

Please provide evidence of commitments in **ATTACHMENT F.**

- NO**

38. 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. All City of Cleveland sites Only require a Letter of Support from the Ward councilperson where the site is located.

- Attachment B:** Table detailing parcel numbers and property ownership.
- Attachment C:** Project Property Tax Information from Cuyahoga County Website (<http://fiscalofficer.cuyahogacounty.us/AuditorApps/real-property/REPI/default.asp>)
- Attachment D:** Master Plan Documentation, if applicable
- Attachment E:** Summary of environmental assessment activities previously conducted on the project property, include firm that conducted the assessments, dates of assessment activities, findings, recommendations, etc.
- Attachment F:** Evidence of end-user(s)/developer(s) commitment for redevelopment (i.e. commitment letters, capital improvement plans, city council resolutions, etc.).

PART E – AUTHORIZATION CERTIFICATION

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 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 result 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

Mixed Use Development: Use: http://en.wikipedia.org/wiki/Mixed-use_development

Commercial: http://en.wikipedia.org/wiki/Commercial_property

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 (NEORS), and Cuyahoga County Board of Health (CCBH). 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 of this Completed Application to the Northcoast Brownfield Coalition via the Cuyahoga Department of Development.

Cuyahoga County
Department of Development
Attn: Janise Bayne
2079 East 9th Street
Cleveland, Ohio 44115
