

[DATE]

[NAME]  
[ADDRESS]

RE: Grant-Funded Technical Assistance Request for [NAME OF PROPERTY],  
[COUNTY NAME] County ([TECHNICAL ASSISTANCE NUMBER])

Dear [NAME OF APPLICANT]:

The Ohio Environmental Protection Agency (Ohio EPA) has provided grant-funded technical assistance to [PUBLIC ENTITY] (the "Volunteer") for [PROPERTY NAME] located at [LOCATION]. Please allow this correspondence to serve as official notification that all approved technical assistance activities have been completed and that the technical assistance account [TECHNICAL ASSISTANCE ACCOUNT NUMBER] will be closed.

*OR*

This correspondence serves as official notification that the Ohio Environmental Protection Agency (Ohio EPA) has been unable to complete the entire grant-funded technical assistance requested] due to monies no longer being available. If you wish to fund the technical assistance through other sources, please contact our central office to set up a new account. If you would like to be considered for further grant-funded technical assistance when funds become available, we encourage reapplying during the next federal fiscal year.

Pursuant to your application [AND MEETING HELD ON {DATE}, IF APPLICABLE], Ohio EPA completed the following assistance:

[DEFINE TECHNICAL ASSISTANCE ACTIVITIES THAT WERE COMPLETED FOR THIS PROJECT - INCLUDE TOTAL AMOUNT OF FUNDING SPENT ON THIS PROJECT AS THE LAST BULLET ITEM IN THE LIST]

Ohio EPA is pleased to have provided you with technical assistance subsidized through our Brownfields State Response Programs grant from U.S. EPA and hopes that it will expedite your voluntary actions and subsequent issuance of a No Further Action Letter (NFA). Please note that the technical assistance and guidance provided by the Agency does not constitute the determination that the facilities will meet Voluntary Action Program (VAP) applicable standards. The Volunteer and the Certified Professional are

responsible for achieving compliance with VAP applicable standards and demonstrating that they are met before any NFA and Covenant Not to Sue may be issued under the VAP.

Now that the technical assistance (or portion thereof) has been completed, please provide Ohio EPA with the following information:

1. What the properties are used for or will be used for after the investigation and cleanup
2. Number of acres assessed and cleaned up
3. Number of jobs created (if known) as a result of this cleanup and redevelopment
4. Property tax increase (as a result of the cleanup and redevelopment)
5. Income tax increase in the area
6. Funding leveraged as a result of future development
7. Other information you may have available that indicates improvement in the economic health of the area as a result of the redevelopment of the brownfields properties.

This information is necessary to fulfill our grant reporting requirements to U.S. EPA. This data also provides Ohio EPA with economic indicator information concerning your brownfield cleanups and redevelopment projects.

In the event questions arise with respect to the scope of the work Ohio EPA has completed, please contact me at [TECHNICAL REVIEWER'S PHONE NUMBER].

Sincerely,

[NAME OF TECHNICAL REVIEWER]  
Division of Emergency and Remedial Response  
Voluntary Action Program

cc: VAP Manager, DERR/VAP/CO  
VAP Supervisor, DERR/VAP/CO  
Administrative Supervisor, DERR/CO  
VAP Files