

**[Sample letter to request grant-funded technical assistance from Ohio EPA.  
Please submit on municipal letterhead.]**

[DATE]

Megan Oravec  
DERR, Site Assistance & Brownfield Revitalization  
Ohio Environmental Protection Agency  
50 West Town Street, Suite 700  
P.O. Box 1049  
Columbus, Ohio 43216-1049

**Re: Grant-Funded Technical Assistance**

Dear Ms. Oravec:

This letter is a request from [NAME OF PUBLIC ENTITY] for grant-funded technical assistance [TA] for [NAME OF PROPERTY - e.g., City of Smithville's Former Acme Industry property, as well as any aliases the property has been known by] located at [PROPERTY STREET ADDRESS], [PROPERTY LATITUDE AND LONGITUDE]. The applicant, [NAME OF PUBLIC ENTITY], has completed the attached Application Form with regard to [NAME OF PROPERTY], and was able to provide an acceptable answer to each question in Section 2. Therefore, it is the understanding of [NAME OF PUBLIC ENTITY] that it may be eligible to receive grant-funded TA from Ohio EPA for [NAME OF PROPERTY].

The technical assistance requested for this site is outlined in the attached Application Form.

I understand that if it is determined that this project is eligible for grant-funded TA, an Ohio EPA representative may contact me regarding details, including any project kickoff meetings that may need to be held in order to facilitate this technical assistance request.

The [NAME OF PUBLIC ENTITY]'s contact for this project will be [NAME OF CONTACT; if contact named is a certified professional or consultant, please also provide the name of the contact affiliated with the public entity directly involved with the project]. You may reach our project contact(s) at [PUBLIC ENTITY CONTACT'S PHONE #(s)].

Sincerely,

[NAME OF APPLICANT'S AGENT]

CC: Frank Robertson  
\_\_\_\_\_, District VAP Coordinator

Enclosure: Application for Grant-Funded TA

## Application Form for Subsidized Technical Assistance from Ohio EPA

Ohio EPA is able to provide technical assistance at no cost to communities through a grant from the United States Environmental Protection Agency (U.S. EPA).

For consideration in the program, please complete a request letter and application form and submit to Ohio EPA. The information requested in the application form is necessary for Ohio EPA staff to prioritize your project and to obtain information required by U.S. EPA.

If your project qualifies, Ohio EPA may request a kickoff meeting with you (and, if you have contracted with one, your environmental consultant or certified professional) to define work expectations and timelines.

If you have any questions about the technical assistance offered by the Voluntary Action Program (VAP), please contact Frank Robertson, VAP, at (614) 644-2306 or at [frank.robertson@epa.ohio.gov](mailto:frank.robertson@epa.ohio.gov). Information is also available on our website at <http://www.epa.state.oh.us/derr/volunt/volunt.aspx>. For questions about eligibility to receive grant funded assistance or for help completing the application contact Vlad Cica, Site Assistance & Brownfield Revitalization (SABR), at (614) 644-2276 or at [vlad.cica@epa.ohio.gov](mailto:vlad.cica@epa.ohio.gov).

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Please complete the entire application form to the best of your ability. You may complete the form directly on your computer using Microsoft Word or you may print it out. If you print out the form and need additional space, please attach extra sheets of paper.

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### Section 1 - Eligibility

1. Is the property currently owned or controlled by a public entity?

Yes  Name of public entity:

\_\_\_\_\_

No  STOP – Property is not eligible for grant funded technical assistance.

### Section 2 - Property description:

2. Provide the property name and any aliases or historic names:

\_\_\_\_\_

3. Provide the street address of the property:

\_\_\_\_\_

4. Provide the property latitude and longitude ( in Decimal Degrees): \_\_\_\_\_ E N

\_\_\_\_\_ E W

5. Define the size (in acres) of the property to be assessed: \_\_\_\_\_

6. Please provide a map or photograph clearly delineating the boundaries of the property or portion of the property to be assessed in one of the following formats, listed in order of preference:

A. Either a shapefile (ArcView - ESRI) or Drawing Interchange Format file (dxf format - AutoCAD) in a known coordinate system (e.g., Ohio State Plane South Zone, Datum = NAD83, units = feet). The boundary will be created using standard survey techniques or with a GPS unit capable of sub-meter accuracy data capture.

AND/OR

B. A scanned image boundary map in TIF format. The boundary will be displayed on top of an aerial photo or a USGS 7.5 minute topographic map. The boundary will be created using standard survey techniques or with a GPS unit capable of sub-meter accuracy data capture. The resolution of the scan should be high enough to clearly distinguish ground features but not so large that it cannot fit on a single CD. A minimum resolution of 300 dots-per-inch is recommended.

AND/OR

C. A hardcopy image which contains a clearly delineated site boundary displayed on top of a high resolution aerial photograph or a USGS 7.5 minute topographic map. The boundary will be created using standard survey techniques or with a GPS unit capable of sub-meter accuracy data capture.

7. Describe any potential hazards at the property, including any asbestos surveys that have been conducted:

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8. Current use of the property (check all that apply):

The property is an abandoned or vacant industrial/commercial facility.

Explain how long the property has been vacant or abandoned and the circumstances surrounding its disuse:

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The property is an active industrial/commercial use.

What percentage of the property is currently utilized?:

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The property is residential and is currently abandoned or vacant.

Explain how long the property has been vacant or abandoned and the circumstances surrounding its disuse:

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The property is residential and is currently occupied or in use.

What percentage of the property is currently occupied or in use?:

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Other

Explain:

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9. Has the applicant previously applied for or received, or is it currently receiving technical assistance (grant funded or otherwise) for this property?

Previously applied for, but not currently receiving grant funded technical assistance

Currently receiving grant funded technical assistance

Currently receiving non-grant funded technical assistance

If yes, list assigned VAP TA Number, if known:

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**Section 3 – Project details:**

10. Does this site have a confirmed end user in place?

Yes  Explain:

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Yes  A developer is in place, but no final end users confirmed.

If yes to either of above, is the end user or developer contributing to the cost of assessment and/or remediation?

Yes   
Explain:

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No   
Explain:

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No  Project is included in community's master plan.

No  No plan in place or being evaluated.

11. Specify the proposed future use of the property (Check all that apply):

Recreational/Residential (includes greenspace).

Commercial.

Industrial.

Explain:

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12. The type of work requested is:

MOA Track Review  
Explain:

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Determine eligibility  
Explain:

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Review Phase I Assessment  
Explain:

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Review Phase II Assessment  
Explain:

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Review Risk Assessment

Explain:

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Review Ground Water Data

Explain:

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Other

Explain:

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13. What submittals are anticipated after completion of grant funded technical assistance?:

- Voluntary Action Program Classic Track (for release of liability from Ohio EPA)
- Voluntary Action Program Memorandum of Agreement Track (for release of liability from Ohio EPA and U.S. EPA)
- No Further Action Letter issuance only (no request for covenant no to sue)
- Other (explain):

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Unknown

14. Have resources been expended on assessment at this property, including local, state and/or federal grants and loans?

Yes  If yes, provide the name(s) and amount of the funds used:

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No  Explain.

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15. Is there a specified timeline in which site assessment activities need to be performed?

No

Yes  If yes, define timeline/deadlines for the project (if applicable, please include grant application deadlines, timelines for redevelopment, etc.):

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The following section may be filled out by an environmental consultant. If the answer is unknown, leave it blank and go on to the next question.

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**Section 4 – Additional information:**

16. Has a Phase I site assessment been completed?

Yes  If yes, please submit a copy with this application.

No

17. Has any Phase II work been accomplished?

Yes  Explain, and provide a copy of any data: \_\_\_\_\_

No

18. Provide the number of Identified Areas at the property, if known: \_\_\_\_\_

19. List types of media sampled, if known:

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20. List Chemicals of Concern at property, if known:

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