Ohio

Alternative Stormwater Infrastructure Loan Program Application

OHIO WATER
DEVELOPMENT AUTHORITY

Ohio | Department of Development

John R. Kasich, Governor

Christiane Schmenk, Director

Purpose of Loan:

The Alternative Stormwater Infrastructure Loan Program's (ASILP) purpose is to provide financial assistance for alternative stormwater infrastructure projects that promote economic development in a manner that is environmentally beneficial.

This funding is provided by the Ohio Water Development Authority (OWDA), and the program is administered by the Ohio Department of Development (Development), in accordance with ORC 6121 and ORC 6123, and the policies which can be found at:
http://development.ohio.gov/urban/ASILP.htm

Funding:

The loan application may request up to $5 million for the alternative stormwater infrastructure project.

Application:

This application contains three sections:

- Part A – Applicant Information
- Part B – Financial Information
- Part C – Project Information

Please deliver one original and one electronic copy of the application, along with the $1500 application fee made out to 'Ohio Water Development Authority' to Development at the following address:

Ohio Department of Development
Office of Redevelopment
Attn: Alternative Stormwater Infrastructure Loan Program
77 South High St., 26th Floor
Columbus, Ohio, 43215

The application should be placed in a three-ring binder and all pages in the application should be numbered. Tabs should be used to delineate individual attachments.

Upon receipt of the application, Development will review the application for completeness. Following the review, Development will provide the applicant an opportunity to submit missing information.

If Approved, Loan Deliverables to OWDA include:

- Quarterly progress reports
- Project Deliverables specified in Attachment C5 of this Application
- Final Project Report

Applicant Authorization and Certification

I understand that by signing this Ohio Water Development Authority Alternative Stormwater Infrastructure Loan Program application, I grant the Ohio Department of Development or its authorized agents access to any records needed 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 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

Signature Date

Part A Attachments	
Attachment A1	Applicant and Project Information form
Attachment A2	Application Summary
Attachment A3	Development Partner Certification and Partnership Agreement (if applicable)
Attachment A4	Tax Information and Disclosure Information form
Attachment A5	Financial Liability form
Attachment A6	Copy of legal description and plat map(s)
Attachment A7	Copy of current property title (required) Copy of access agreement (if applicable) Copy of purchase agreement (if applicable)

Attachment A1: Applicant and Project Information form

Applicant Information

Applicant Name:_____

Project Contact (must be member of Applicant's staff):_____

Address:_____

Phone Number:_____

Email Address:_____

Fax Number:_____

Development Partner Information

Development Partner:_____

Development Partner Contact:_____

Address:_____

Phone Number:_____

Email:_____

Fax Number:_____

Attachment A1: Applicant and Project Information form

Project Information

Project Name:_____

Former or Other Property Names:_____

Property Address (City, State, Zip):_____

County:_____

Longitude/Latitude (Center of Property):_____

Acreage:_____

Census Tract(s):_____

Parcel Numbers:_____

Ohio House District:_____

Ohio Senate District:_____

US Congressional District:_____

Project Funds

Amount Requested:_____

Matching Funds:_____

Total Project Costs:_____

Attachment A2: Application Summary

Provide the following information in Attachment A2. This should not exceed three pages.

- A statement of the problem your project is designed to address
- The goals of the project from each stakeholders' perspective, including (as applicable) the owner, developer, applicant, and municipality
- The current uses of the property and any current business(es) occupying the property
- The surrounding uses of adjacent properties
- Identify if the project is:
  - » Part of a larger redevelopment of the site (i.e. constructing bioswales on part of a new infill residential development); or
  - » A retrofit for an existing development (i.e. adding alternative stormwater infrastructure to an existing parking lot of a commercial facility).
- If the project is part of a larger redevelopment of the site, describe the proposed plans for the redevelopment project, including:
  - » Potential end users, investment on the property, and number of jobs;
  - » If the project fits with the master plan of the community; and
  - » What other sources of funding are needed to help the project succeed.
- The economic benefit of the project to the owner and the community

Attachment A3: Development Partner Authorization and Certification

I understand that by signing this form, I grant the Ohio Department of Development or its authorized agents access to any records needed 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 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.

Development Partner
Authorized Signatory

Signature Date

Attachment A4: Tax Information and Disclosure Information

I hereby **irrevocably** authorize the Tax Commissioner of the Ohio Department of Taxation or any agent designated by the Tax Commissioner of the Ohio Department of Taxation from the date below until the applicant(s) no longer is receiving funds from the Ohio Water Development Authority or repaying funds back to the Ohio Water Development Authority or obligated in any way to the Ohio Water Development Authority to disclose to the Director of the Ohio Water Development Authority or any designated employee of the Director the amounts of any or all outstanding liabilities for corporation franchise tax, individual income tax, employer withholding tax, sales tax, use tax, or excise tax which are currently unpaid and certified to the Attorney General of the State of Ohio for collection.

I expressly waive notice of the disclosure(s) to the Ohio Water Development Authority by either the Tax Commissioner of the Ohio Department of Taxation or by any agent designated by the Tax Commissioner of the Ohio Department of Taxation. **I expressly waive the confidentiality provisions of Ohio law, including but not limited to, Section 5703.21 of the Ohio Revised Code, which would otherwise prohibit disclosure and agree to hold the Department of Taxation and its employees harmless with respect to the limited disclosure authorized herein.**

This authorization is to be liberally interpreted and construed; any ambiguity shall be resolved in favor of the Tax Commissioner or the Ohio Department of Taxation.

This authorization is binding on any and all heirs, beneficiaries, survivors, assigns, executors, administrators, successors, receivers, trustees, or other fiduciaries.

A photocopy or facsimile of this authorization is as valid as the original.

_____

Signature Date

_____

Name/Title

Attachment A5: Financial Liability Form

Explain any outstanding financial liabilities you (applicant or development partner) have with state or local governments in Ohio. Whether or not the amounts are being contested in a court of law, do you and/or your organization owe:

Any delinquent taxes to the State of Ohio (the "state"), a state agency, or a political subdivision of the state?

○ Yes ○ No

Any monies to the state or a state agency for the administration or enforcement of the environmental laws of the state?

○ Yes ○ No

Any other monies to the state, a state agency, or a political subdivision of the state that are past due?

○ Yes ○ No

Are you or the applicant(s) the subject of any existing tax lien?

○ Yes ○ No

If you answered "yes" to any of the above, please provide details of each instance including, but not limited to, the location, amounts, and case identification numbers (if applicable). Attach additional sheets if necessary.

Signature Date

Name/Title

Attachment A6: Legal Description and Map

The property boundaries are defined by the applicant, and can be a portion of a parcel, a single parcel or multiple parcels. To evaluate the application, the size of the property, ownership of the property and access to the property must be well documented. Provide the following:

- Legal description
  - o Provide legal descriptions either from the property deed or stamped and signed by a licensed surveyor
- Plat Map(s)
  - o Include survey points
  - o Color-code parcels per legal description (see example below)

As shown above, indicate through the use of color coding parcels within the project area and describe them in a legend.

Attachment A7: Title and Property Access

A copy of the property title showing the current owner must be provided in Attachment A7.

If the applicant does NOT own the property, a signed access agreement between the property owner(s) and applicant must be provided in Attachment A7. The access agreement must be for a time period that covers the date the application is submitted through the date the Final Deliverable is submitted to OWDA.

If applicant or development partner plans to acquire the property, include a signed purchase agreement, an affidavit from the applicant or development partner stating that the purchase price has been agreed upon and the anticipated date of closing in Attachment A7.

Part B Attachments	
Attachment B1	Most Recent Audit or Auditor Report from State Auditor's Website: http://www.auditor.state.oh.us/AuditSearch/Search.aspx
Attachment B2	Three years historical financial statements (balance sheet, profit and loss)
Attachment B3	Interim financial statement (not more than 90 days old)
Attachment B4	Projected financial statements for the current and next three years (balance sheet, profit and loss including all assumptions)
Attachment B5	Personal financial statements (if applicable)
Attachment B6	Real Estate Appraisal
Attachment B7	Pro forma for the development project (if applicable)
Attachment B8	Participating Parties and Lenders Contact Sheet
Attachment B9	Sources and Uses of Funds Sheet

Attachment B1: Most Recent Audit or Auditor Report

For local government entities: Provide a copy of the most recent auditor report from the state auditor's website: http://www.auditor.state.oh.us/AuditSearch/Search.aspx.

For the Development Partner (if applicable): Provide a copy of the entity's most recent audit and findings, if any.

Attachment B2: Three Years Historical Financial Statements

For local government entities: Provide copies of the past three years budgets if financial statements are not available.

For the Development Partner (if applicable): Provide copies of the past three years historical financial statements. If the entity is newly-formed and has no historic financial information, provide the previous three years tax returns or returns for as many years the entity has filed, whichever is greater.

Attachment B3: Interim Financial Statement

For local government entities: Provide a copy of the current budget updated not more than 90 days prior to the date of application submittal.

For the Development Partner (if applicable): Provide a copy of an interim financial statement not more than 90 days old.

Attachment B4: Projected Financial Statement

For local government entities: Provide a statement describing if you anticipate any major changes in your future budget, either positive or negative. If major changes are anticipated, explain if these changes could potentially affect the project or your organization's ability to pay back the loan.

For the Development Partner (if applicable): Provide a copy of a projected financial statement for the upcoming three years.

Attachment B5: Personal Financial Statement

For the Development Partner only (if applicable): Provide copies of personal financial statements for the major investment partners in the organization (any one individual which is vested more than 25 percent).

Personal guarantees may be required for private entities as security for the loan.

Attachment B6: Real Estate Appraisal

Provide an appraisal for the property dated not more than two years prior to the date of submission. Appraisals must be from licensed certified appraisers detailing the current condition and estimated value of the property.

Attachment B7: Pro Forma for the Development Project

If applicable, provide a pro forma sheet detailing the costs and profits of the development project.

This document is not required for retrofits of existing properties, projects creating green space, or community improvement projects. In most instances this document will directly apply to residential/commercial projects in which tenants will be leasing or renting property.

Attachment B8: Participating Parties and Lenders Contact Sheet

The Participating Parties and Lenders Contact Sheet is available for download as a Microsoft Excel document on the Alternative Stormwater Infrastructure Loan Program website: http://development.ohio.gov/Urban/asilp.htm. Provide contact information for each party and/or lender participating in the project.

Attachment B9: Sources and Uses of Funds Sheet

The Sources and Uses of Funds Sheet is available for download as a Microsoft Excel document on the Alternative Stormwater Infrastructure Loan Program website: http://development.ohio.gov/Urban/asilp.htm. The sheet will calculate match percentages and total project cost as you enter your project cost information.

For the purposes of the ASILP program, the Sources and Uses of Funds Sheet should record only activities required for completion of the stormwater project as 'Total Project Costs' including administrative fees, professional fees, demolition needed for the project, stormwater infrastructure (including materials, construction, and installation), and fees required for Leadership in Energy and Environmental Design (LEED) green building certification (if applicable).

For future costs not included in the Loan Request, each item must be accompanied by a letter or other documentation demonstrating the funds are secured or by what date the funds will be secured for the project (i.e. other stormwater project costs not yet incurred which will be provided by an entity other than the applicant).

If match dollars for the project include the use of a Tax Increment Financing (TIF), applicants must provide a timeline showing when the TIF dollars will be available for use, when the work funded by the TIF is scheduled to begin and when that work is to be completed.

Part C Attachments	
Attachment C1	Alternative Stormwater Strategy
Attachment C2	Compliance with local plans and regulations
Attachment C3	Detailed drawings of the stormwater system
Attachment C4	Time schedule and Budget for redevelopment
Attachment C5	Work Plan and Cost Estimates
Attachment C6	Project Deliverables Worksheet

Attachment C1: Alternative Stormwater Strategy

Provide a narrative describing the Alternative Stormwater Strategy for the site. This should include:

1. The overall site strategy related to stormwater management:
   - Is the focus on quality control, quantity control, or both?
   - What alternative stormwater system components do you plan on using?
   - What levels of quality and/or quantity will be achieved?
   - How do the alternative stormwater system components fit in with the larger redevelopment of the site? (if applicable);

2. An overall site plan highlighting the alternative stormwater system components;

3. A diagram showing the current directional flow of runoff, and a diagram showing the future/proposed directional flow of runoff with stormwater system components highlighted; and

4. No more than 10 photos of the existing site, showing both the overall site and the specific areas for stormwater components.

Attachment C2: Compliance with Local Plans and Regulations

Describe how the stormwater project and the benchmarks described in C1 for quality and quantity support:

- Local stormwater regulations; and
- Local/Regional stormwater management plans, such as a TMDL study, Watershed Action Plan, Balanced Growth Plan, or other Stormwater Management Plan.

Please be specific when identifying the applicable stormwater regulations and plans.

Attachment C3: Detailed Drawings of the Stormwater System

Provide detailed plan and section view drawings of the stormwater system components that are part of this loan application. This should include:

- Materials;
- Dimensions; and
- Locations related to the site plan provided in C1.

Attachment C4: Time Schedule and Budget for Redevelopment (if applicable)

Include a time schedule for redevelopment of the entire property in Gantt format showing key project milestones.

Also include an itemized budget for the entire redevelopment project.

Attachment C5: Work Plan and Cost Estimates

Provide a timeline, work plan, and detailed cost estimate for completing the alternative stormwater infrastructure project. Any assumptions should be noted. Costs shall be itemized and unitized. Include these documents in Attachment C5.

Make sure that the deliverables specified in Attachment C6 support the work plan and cost estimates provided in this attachment.

Attachment C6: Project Deliverables Worksheet

The Project Deliverables Worksheet is available for download as a Microsoft Excel document on the Alternative Stormwater Infrastructure Loan Program website: http://development.ohio.gov/Urban/asilp.htm.

Complete the worksheet based upon the stormwater project. Please include all project specific deliverables that will be produced as part of your project and the number of each item using the 'deliverable units' listed in the worksheet. If an item that will be produced is not included on the list, please use the 'Other' category and specify the deliverable. Provide as Attachment C6.