



Development
Services Agency

SiteOhio Certification Program

Program Guidelines, Scoring, and Materials

Effective January 1, 2016

Program Contacts

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Columbus, OH 43215
(614) 224-6446
smith@jobs-ohio.com

Ohio Development Services Agency
77 South High Street, 26th Floor
Columbus, OH 43215
(614) 995-2292
SiteOhio@development.ohio.gov

I. Overview

The SiteOhio Certification Program (Program) is authorized by Ohio Revised Code (ORC) §122.9511-122.9512 to be administered by the Ohio Development Services Agency (ODSA) to increase the State's portfolio of available industrial, manufacturing and commercial locations. The purposes of the Program include filling the information gaps in Ohio's available sites portfolio, and identifying, certifying and marketing eligible project sites that are ready for immediate development by business prospects.

The terms listed in ORC §122.9511-122.9512 and OAC §122:26-1-01, *et seq.* apply to these guidelines.

In 2015, ODSA contracted with JobsOhio to administer the Program. JobsOhio has contracted with a consultant (Consultant) to assist JobsOhio with the Program. Ultimately, sites gaining certification under the Program will constitute an inventory of sites ready for immediate development by end users. The Program's goals include:

1. **Education:** Provide educational opportunities for local communities to gain insight into the site selection process.
2. **Improved Site Selection Efforts:** Establish connections between communities and stakeholder resources to facilitate future site selection activities.
3. **Gap-Analysis:** Understand the missing elements or characteristics from sites that do not currently meet the needs of potential end-users.
4. **Cost-Benefit Analysis:** Understand the anticipated costs and likely benefits associated with potential site improvement options.
5. **Site Certification:** Identify Ohio's current inventory of sites likely to already meet the needs of potential end-users.
6. **Marketing:** Provide marketing recommendations for all participating sites, including strategic marketing assistance for certified sites.

II. Program Schedule and Process:

1. A single Application with complete responses to all requested fields shall be submitted directly *via* email to ODSA and JobsOhio for each site. The application shall indicate a point of contact that will be responsible for all project management responsibilities. There is no limit on the number of applications an applicant may submit. Application distribution and responses are outlined in the following section.
 2. Each of the six (6) JobsOhio Regional Network Partners shall invite community partners and stakeholder resources to Program rollout meetings. Rollout meetings will occur the week of January 4, 2016.
 3. During the rollout meetings the Consultant shall introduce the Program to attendees, outline the Program framework, and supply interested community partners and stakeholders with the initial data template. Program information and initial data templates shall also be readily available through JobsOhio and the JobsOhio Regional Network Partners for those who are unable to attend the rollout meetings.
 4. The initial data template completed by participating community partners and stakeholders must be submitted directly to the Consultant no later than 3:00 PM on January 22, 2016 signifying that a community intends to participate in the Program and identifies the specific site(s) within the initial data template.
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5. On, or shortly after, January 25, 2016 the Consultant may request that applicants submit additional materials and information relevant to the scoring criteria.
6. The Consultant shall categorize all submitted sites into one of three categories: Certification Ready, Pipeline, or Fatally Flawed. The Consultant, JobsOhio and the JobsOhio Regional Network Partner, shall provide the participating applicant a summary and details on the findings of the evaluation, and the rationale behind the categorization of the site.
 - a. **Certification Ready:** Sites categorized as “Certification Ready” may be required to provide additional documentation, such as environmental or engineering reports, to supplement the information already collected. A community and site visit shall be held for the applicant and pertinent stakeholders and will include the Consultant, JobsOhio and the JobsOhio Network Regional Partner.

Once the visit has been successfully completed, and all scoring criteria have been verified by the Consultant, the Consultant will also provide a site-specific marketing strategy to JobsOhio.

JobsOhio will make a recommendation to ODSA for Director approval and final Certification. Following the approval, the ODSA Director shall provide the applicant with an Approval Letter and a “SiteOhio” certificate, including instructions for payment of the certification fee and other next steps. If the recommendation is not approved by the ODSA Director the applicant will receive a Rejection Letter.

- b. **Pipeline:** Sites categorized as “Pipeline” will be provided with a gap analysis from the Consultant outlining the missing characteristics necessary to become Certification Ready. Sites identified by JobsOhio and the Consultant as a priority may be further evaluated and provided with a cost-benefit analysis for performing site improvements.
- c. **Fatally Flawed:** Sites categorized as “Fatally Flawed” will be provided with a gap analysis from the Consultant outlining the major factors hindering site readiness. JobsOhio will make a recommendation to ODSA for Director to reject the applicant’s site. If the recommendation is accepted by the ODSA Director the applicant will receive a Rejection Letter.

III. Scoring Criteria

Scoring of sites will occur in two (2) stages.

Stage I: All eligible applicant must meet the following criteria in order to move to Stage II: (1) at least a 30-acre site within a designated industrial park; (2) access road(s) of industrial quality go to the industrial park; (3) truck route into the industrial park are free from any weight or height limitations. If applicant does not meet 100% of these criteria, the site will be considered Fatally Flawed and recommended for rejection by JobsOhio.

Stage II: In addition to the Stage I criteria the minimum criteria for the site to be Certification Ready are: (1) Water, sewer, natural gas, electric and fiber infrastructure with excess capacity currently exist at the industrial park boundaries; (2) all due diligence items (studies), as applicable, of wetland delineation, geotechnical, Phase 1 Environmental, archeological and endangered species completed and clear/clean; and (3) a majority of the site is not located within a 100-year floodplain.

The sites submitted that do not meet 100% of the Certification Ready requirements identified in Stage II will be considered either Fatally Flawed or Pipeline sites for this Program. Pipeline sites will be prioritized by the Consultant based on the cost and time estimated to move from a Pipeline to a Certification Ready status.

IV. Stakeholder Resources

Multiple statewide stakeholder resources have been engaged throughout the development of this Program. These resources have been vital in identifying opportunities and limitations, have assisted in Program design,

and have identified value in their assistance with the Program. As such, these resources have offered to be available as a point of information, communication, and coordination for participating communities as it relates to their interest in a given site. In addition to JobsOhio and ODSA, engaged stakeholder resources include:

1. **The six JobsOhio Regional Network Partners:** The Appalachian Partnership for Economic Growth (APEG), Columbus 2020, the Dayton Development Coalition (DDC), Regional Economic Development Initiative (REDI) Cincinnati, Regional Growth Partners (RGP), and Team NEO.
2. **State Government Partners:** Ohio Department of Transportation (ODOT), Ohio Rail Development Commission (ORDC), and the Public Utilities Commission of Ohio (PUCO).
3. **Utility Partners:** AEP, American Municipal Power, Buckeye Power, Columbia Gas of Ohio, Dayton Power and Light (DP&L), Duke Energy, East Ohio Dominion Gas, First Energy, and Vectren.
4. **Rail Partners:** CSX and Norfolk Southern.

V. Fee Schedule

1. There is no fee associated with the initial application. Applicants with sites categorized as “Pipeline” or “Fatally Flawed” will not be charged for Program participation.
 2. Each applicant that is approved for certification shall pay a non-refundable \$500 certification fee to ODSA. The Director will not issue a SiteOhio Certificate until the certification fee is paid.
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SiteOhio Certification Program Policies

Effective January 1, 2016

<http://siteohio.development.ohio.gov>

<http://development.ohio.gov/redev/siteohio.htm>

The SiteOhio Program (Program) is authorized by Ohio Revised Code (ORC) §122.9511-122.9512 for the Ohio Development Services Agency (ODSA) to increase the State's portfolio of available industrial, manufacturing and commercial locations. In 2015, ODSA contracted with JobsOhio, a private non-profit corporation designed to drive job creation and new capital investment in Ohio, to administer the Program.

A site owner or its authorized representative (an "Applicant") should submit an initial application (in the form below) to ODSA and JobsOhio *via* email. The Applicant will be contacted by JobsOhio or its agent to submit additional materials for evaluation in accordance with the scoring criteria and scoring instruments outlined in the Program Guidelines, Scoring and Materials Document published and made available at the JobsOhio website (www.jobs-ohio.com). See ORC §122.9511(C). There is no fee for the initial application. Applicants successfully evaluated may be issued an approval letter. Thereafter, the Applicant, upon ODSA approval and payment to ODSA of the \$500 certification fee, will receive a "SiteOhio" certificate issued by ODSA.

These program policies have been provided in accordance with Ohio Administrative Code §§ 122:26-1-01 to 122:26-1-07. Please contact JobsOhio or ODSA as provided below if you have any questions.

Program Contacts

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41 South High Street, Suite 1500
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smith@jobs-ohio.com

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Initial Application (Link to PDF)

Authorized Contact Name:	
Site Owner:	
Email:	
Phone Number:	
Site Address and Description:	
Name of Industrial Park:	
Acreage of Site:	

Email completed Application to smith@jobs-ohio.com and SiteOhio@development.ohio.gov.

SITEOHIO: CERTIFYING SITES AND BUILDING PIPELINE SITES FOR FUTURE CAPACITY

APPLICATION PROCESS (please separate this page from others, fill-out the section below and hand-in at the presentation or email to the InSite offices)

- InSite / Tonya Crist / tcrist@insiteconsultinggroup.com / 864.346.7800 / Best way to contact me is via email or text message. •

The application process is quite simple. The following items are required to be a part of the SiteOhio Certification process. Please circle yes or no to the following:

CRITERIA	CIRCLE ONE
Do you have available at least a 30 acre site within a designated industrial park?	YES OR NO
Is / are the access road(s) into the industrial park of industrial quality (can handle truck traffic)?	YES OR NO
Is / are the proposed truck route(s) into the industrial park free from any weight or height limitations / restrictions?	YES OR NO

*If You Answered Yes to All of the Above, Congratulations!!
 You Have Qualified for the SiteOhio Program!*

PLEASE COMPLETE THE FOLLOWING INTENT TO PROCEED

In order for us to begin planning for this exciting endeavor, we need to know (please check one). Also, if you are submitting more than one park site, **we need one form completed per park site submission:**

- Yes. I will participate** in the InSite / SiteOhio program.
- No. I will not participate** in the InSite / SiteOhio program.

Contact Name:	
Organization:	
Email:	
Phone Number:	
JobsOhio Network Partner Organization:	
Name of Industrial Park:	
Acreage of Site:	

If you checked yes, you will be receiving additional information from InSite within the next two weeks.

LOCAL COMMUNITIES MAKING A STATE-WIDE DIFFERENCE!