



**Department of
Development**

Ohio Job Stimulus Plan

Ted Strickland, Governor

Lee Fisher, Lt. Governor
Director, Ohio Department of Development

Logistics and Distribution Stimulus Program
Application Materials

Logistics and Distribution Stimulus Program
Attn: Nyla Potter
77 South High Street, 28th Floor
Columbus, OH 43216
(614) 728-8342
ldsp@development.ohio.gov

APPLICATION SUBMISSION GUIDELINES

1. Applicants must submit one (1) original and three (3) copies of the application to the address listed on the cover of this Application. Please label the original copy of the Application that includes original signatures "Original" on each respective binder. Applicants must also submit (1) electronic copy of the Application in a Microsoft Office compatible format on a CD-ROM. The electronic copy must, to the extent possible, represent an entire and complete version of this Application.
2. In order to facilitate review of the applications and to encourage standardization, the Ohio Department of Development requests that you complete your Application, to the extent possible, using the following guidelines:
 - a. Use Arial 12-point font, with one-inch margins on each side;
 - b. Submit materials in the order shown on this application form. Please divide your application materials according to the "Tabs" on the top of each page, and label each section accordingly. **Bolded** words are used in the application instructions to assist you with labeling your materials within the respective tabs;
 - c. Place all supplemental documents, such as photographs, contracts, letters, etc. immediately after the section in which they are requested; and
 - d. Submit the Application in no more than two (2) binders, each with a size no more than 4 inches in thickness.
3. All applicants are strongly discouraged from including in the Application any information that an applicant considers to be a "trade secret," as defined in Section 1333.61(D) of the Ohio Revised Code. All information submitted in an application is public information unless a statutory exception exists that exempts it from public release. If any information in the Application is to be treated as a trade secret, the applicant must:
 - a. Identify each and every occurrence of the information with an asterisk before and after each line containing trade secret information and underline the trade secret information itself.
 - b. Include a page immediately after the Project Information Page that lists each page in the Application that includes trade secret information and the number of occurrences of trade secret information on that page.

APPLICATION INFORMATION

1. For each Logistics and Distribution Stimulus Program application submitted for consideration, there must be one (1) named applicant. If awarded assistance, the applicant will be the borrower named under the program, with all financial management activities occurring between the Ohio Department of Development and the applicant. The applicant will enter into and manage all agreements as required under the Logistics and Distribution Stimulus Program or as otherwise necessary to complete the eligible logistics and distribution project, including collaboration agreements with other political subdivisions or private entities. The applicant therefore will be solely responsible for properly managing the logistics and distribution project, and will act as a manager for the award of funds from the Ohio Department of Development.

An application may be completed by an entity other than the applicant, but the applicant is solely responsible for all materials submitted.

2. The Logistics and Distribution Stimulus Program application evaluation process will be as interactive as possible to ensure complete and fair evaluations. The “application contact” should expect frequent communications from the Ohio Department of Development and should be prepared to submit additional materials as needed during the application process. Please consider this requirement when selecting an “application contact.”

LETTER OF INTENT

Potential applicants are **required** to submit a Letter of Intent for each proposed project. The Ohio Department of Development, in cooperation with the Ohio Rail Development Commission, and the Ohio Department of Transportation), will review the Letter of Intent to determine whether the application meets the purpose and guidelines of the Logistics and Distribution Stimulus Program and will provide feedback to the applicant. Applicants are strongly encouraged to read the Logistics and Distribution Stimulus Program Guidelines and Application Procedures prior to submitting the Letter of Intent.

The Letter of Intent is limited to ten (10) pages (inclusive of any graphics) and should include:

1. A brief background of the applicant, as it relates to the proposed project;
2. A summary description of the proposed project, which may include such information as:
 - a. How will the project help make Ohio the premier international gateway and logistics hub in North America?
 - b. What existing Ohio customer base would the project serve and how would completion of the project impact that customer base?
 - c. What is the general existing freight / supply chain served by the project and how would that supply chain change with completion of the project?
 - d. What transportation business, if any, would be positively or negatively impacted by the project?
 - e. How will the project promote the development of new businesses in Ohio based on cost savings and logistical advantages the project will provide?
 - f. What is the geographic extent that will be served by the project?
3. A brief explanation of the economic impact of the project including job creation and retention;
4. The amount of funds requested and a brief explanation of how the funds will be used; and
5. A brief explanation of the amount and source of the applicant's contribution to the project.

The Letter of Intent must be sent electronically to ldsp@development.ohio.gov. Please include the applicant's name and "Letter of Intent" on the subject line. Applicants will receive a confirmation e-mail within one business day of document receipt. If you do not receive a confirmation e-mail within one business day, please re-send your Letter of Intent. The applicant will receive feedback, as quickly as possible, either electronically or by telephone, in the order the letters are received.

While submission of the Letter of Intent is **required**, it does not bind the applicant in any way to submit a formal application. Likewise, any feedback given should not be interpreted as any indication of how the formal application will be evaluated and does not in any way guarantee project funding.

TAB A: CONTACT INFORMATION

Applicant Information

Name: _____

SSN / FTI: _____ Ohio Tax ID: _____

NAICS Code: _____

Address: _____

City: _____ State: _____

ZIP Code: _____ Phone: _____

Cell: _____ Fax: _____

Email: _____

Applicant is a(n): Individual / Sole Proprietor Governmental Agency Unincorporated Association
 Registered Entity (Corporation, LLC, LP, or Partnership)

State of Organization / Incorporation: _____

If the state of organization / incorporation is not Ohio, is the entity registered with the Ohio Secretary of State to do business in Ohio? Yes / No

Minority Business Enterprise¹ A business that meets the standards for EDGE certification²

Application Contact Information

Name: _____

Address: _____ City: _____

State: _____ ZIP: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

Consultant, Accountant, Law Firm or Other Third Party Assisting Applicant (if applicable)

Organization: _____ Contact: _____

Address: _____ City: _____

State: _____ ZIP: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

¹ "Minority business enterprise" means an individual who is a United States citizen and owns and controls a business, or a partnership, corporation, or joint venture of any kind that is owned and controlled by United States citizens, which citizen or citizens are residents of this state and are members of one of the following economically disadvantaged groups: Blacks or African Americans, American Indians, Hispanics or Latinos, and Asians.

² "EDGE business enterprise" means a sole proprietorship, association, partnership, corporation, limited liability corporation, or joint venture certified as a participant in the encouraging diversity, growth, and equity program by the director of administrative services under section 123.152 of the Ohio Revised Code.

TAB B: COLLABORATION INFORMATION

Please provide any relevant collaboration information. For purposes of this application, a collaborator is any party providing financial contribution to the project. Attach additional sheets as necessary.

(1) Name of Organization: _____

Contact Name & Title: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Fax: _____ Email: _____

What is the collaborator's interest in the project: _____

The collaborating entity is an:
(Check all that apply.)

Individual / Sole Proprietor

Governmental Agency

Unincorporated Association

Registered Entity (Corporation, LLC, LP or Partnership)

Minority Business Enterprise¹

A business that meets the standards for EDGE certification²

(2) Name of Organization: _____

Contact Name & Title: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Fax: _____ Email: _____

What is the collaborator's interest in the project: _____

The collaborating entity is an:
(Check all that apply.)

Individual / Sole Proprietor

Governmental Agency

Unincorporated Association

Registered Entity (Corporation, LLC, LP or Partnership)

Minority Business Enterprise¹

A business that meets the standards for EDGE certification²

¹ "Minority business enterprise" means an individual who is a United States citizen and owns and controls a business, or a partnership, corporation, or joint venture of any kind that is owned and controlled by United States citizens, which citizen or citizens are residents of this state and are members of one of the following economically disadvantaged groups: Blacks or African Americans, American Indians, Hispanics or Latinos, and Asians.

² "EDGE business enterprise" means a sole proprietorship, association, partnership, corporation, limited liability corporation, or joint venture certified as a participant in the encouraging diversity, growth, and equity program by the director of administrative services under section 123.152 of the Ohio Revised Code.

TAB C: APPLICANT BACKGROUND

- Provide information about the applicant's background in a brief narrative. Include:
 - The applicant's history and current operations;
 - The length of time the applicant has been operating facilities in Ohio; and
 - Any additional information that will provide the evaluator with a solid understanding of the applicant's past and present ventures.

TAB D-1: PROJECT INFORMATION

- Provide a detailed **project proposal**. Include all of the following information:
 - Project Description:** Provide a detailed description of the project for which funding is sought. Include any applicable information about regeneration, redevelopment, and reuse of existing facilities or sites. Explain how the project involves multiple modes of transportation, if applicable. Be sure to include any materials that will help the evaluator understand the project such as: conceptual designs, actual designs (if available), artist renderings, aerial photographs, maps, sketches, charts, diagrams, graphs, and other such materials.
 - Project Location:** Provide all relevant materials that describe the project's location. When providing location information, the applicant should include any information that will help the evaluator understand how the proposed project fits into Ohio's transportation system. The applicant should provide to the extent possible: maps depicting project location, aerial photographs of any relevant sites, zoning maps showing land uses at or around the project site, transportation maps depicting any modes involved in the movement of goods, and any other relevant location information.
 - Project Goals:** Provide a detailed project plan including goals, objectives, and task activities. Include the following information: If the project is part of a long term strategy, explain the role Ohio plays in the strategy; Explain the necessary elements needed to realize the broader goal; Also, explain the impact Logistics and Stimulus Program Funding has on the goals / strategies.
 - Project Schedule:** Provide a schedule of completion including planning and construction phases of the proposed project.
 - Environmental Issues:** Provide a detailed description of any probable environmental issues that may be related to the project including but not limited to: traffic issues, noise issues, environmental justice, wetlands, habitat, water quality, air quality, and other similar issues. You must also provide an explanation as to how the environmental issues have been or will be resolved.
 - Environmental Impact:** If applicable, provide a detailed explanation of any green practices (e.g., using LEED Certification standard) to be employed and any other environmental benefits of the proposed project. Possible positive environmental benefits may include: the reduction of pollution as a result of decreased congestion, reduction of emission from the transportation of goods; the reduction of pollution as a result of lesser fuel use, or any other such positive impacts.
 - Agricultural Impact:** If your project will result in the loss of or damage to prime farmland (agricultural land that is classified as such by the United States soil conservation service), or the removal from agricultural production of prime farmland, please explain.
- Provide the **schedule of the sources and uses of funds**. Include:
 - A description, and to the extent possible, any evidence of all sources of funds for the project. Please include any company resources committed, any loan sources, and any governmental assistance including federal, state, local, and other community assistance. Include the dollar amounts for each source and indicate whether the funds are currently available, committed, or requested but not committed. Also, clearly identify funds already expended for the project;
 - A description of the assets that will be financed with state assistance (e.g., land, new building construction, infrastructure, or machinery and equipment);
 - An explanation of how the applicant will provide the required match investment; and
 - Complete the Investment Table provided at the end of this section.

TAB D-2: INVESTMENT TABLE

A Requested Logistics and Stimulus Program Amount ¹	B Match Investment ²	C Total Costs A + B = C
\$ _____	\$ _____	\$ _____
% of Total Costs: _____	% of Total Costs: _____	% of Total Costs: <u>100</u>

¹ The requested Logistics and Distribution Program Fund Amount cannot exceed \$10 million or 75% of total project costs, whichever is less.

² Match investments can be comprised of financial and/or in-kind contributions and may include look-back contributions. Look-back funds may not exceed 50% of the total match investment claimed. Please refer to Section III (Eligibility) of the Logistics and Distribution Stimulus Program Guidelines and Application Procedures for detailed information regarding match investments.

TAB E : STATEMENT OF NEED

- Provide a statement describing the financial needs of the applicant. Include:
 - A description of the impact Logistics and Distribution Stimulus Program funding will have on your project;
 - An explanation of how Logistics and Distribution Stimulus Program funding impacts the timing of your project; and
 - A description of the applicant's level of commitment to completing the project, even if the project were not to receive Logistics and Distribution Stimulus Program assistance.

TAB F: STATEMENT OF ECONOMIC IMPACT

- Provide a statement describing the **impact on employment** the project will have. Include:
- The number of jobs in the logistics industry that will be created/preserved in Ohio. Include the number of jobs directly associated with the operation of the new facility, and the number of jobs indirectly associated with operations of the new facility (e.g., trucking jobs, train crews, shipping jobs, etc.);
 - The number of jobs in the construction industry that will be created/preserved in Ohio. Estimate the duration of construction and explain how the employees fit within that estimate. Also describe the process by which construction is expected to be accomplished (e.g., competitive procurement, a "force account," etc.);
 - The number of jobs that will be filled locally;
 - The number of jobs that will be relocated from outside the state of Ohio or from any facility within Ohio; and
 - Information on payrolls, and the taxes generated at both state and local levels by the project and by the employment created or preserved by the project.
- Provide a statement describing the **impact on the economy**. Include:
- The quantification/estimation of the logistics benefits of the project to Ohio business and industry (e.g., aggregate cost savings to users, time savings to supply chain management and access to new markets). Include a detailed explanation of the methodology used to estimate logistics benefits and explain how the logistics benefits will translate into new jobs for Ohio businesses; and
 - The product or service components to be sourced from local suppliers or the suppliers that will be required to locate in close proximity.
- Provide a statement describing the **impact on the community** the project will have. Include any information on:
- Collaborations with other governmental or nonprofit institutions in the local community;
 - Collaborations with existing businesses in the area;
 - Collaborations with minority-owned and/or disadvantaged businesses, including plans for contractor outreach and information on the applicant's history of successfully implementing minority-owned and/or disadvantaged business contractor programs; and
 - Local investors involved or interested in financing the applicant or proposed project.
- Provide supporting documents demonstrating **local support**. Include as many of the following as possible:
- Letters of support;
 - Formally passed resolutions;
 - Contracts;
 - Documents showing the support of any entities in the area that would be impacted by the project; and
 - Documents that demonstrate the proposed project is part of state and local transportation and land use plans.
- Provide a **market assessment**. Include:
- A description of the current market conditions faced by the applicant and the industry. Explain the impact this project will have on those conditions;
 - A description of the current market conditions for the proposed facility. Explain the impact this project will have on those conditions; and
 - A detailed explanation of the markets the new facility will serve and how Ohio companies fit into the expected markets. Include a list of Ohio businesses that fit into the marketing plans, if practicable.

TAB G: PROJECT BUDGET¹

Fixed Asset Funding	Asset Cost	Source of Funding ²
A. Land		
B. Building		
Acquisition		
New Construction		
Renovation		
Leasehold Improvements		
C. Machinery & Equipment		
D. Furniture & Fixtures		
E. On-Site Infrastructure/Site Preparation		
F. Professional Fees/Interim Costs		
Arch/Eng/Appraisal		
G. Admin. Costs		
H. Other Costs:		
Total Fixed Asset Costs		
Off-Site Infrastructure Costs	Asset Cost	Source of Funding
Street		
Water & Sewer		
Flood & Drainage		
Rail		
Professional Fees		
Other Costs:		
Total Off-Site Costs		
Total Costs		

¹ When completing this section, please refer to Section III (Eligibility) of the Logistics and Distribution Stimulus Program Guidelines and Application Procedures for information on eligible costs.

² Please indicate the percentage of funding provided by the source.

TAB H: FINANCIAL LIABILITY AND PRIOR LEGAL ACTIONS

Financial Liability

Whether or not the amounts are being contested in a court of law, does the applicant and/or the applicant's organization:

1. Owe any delinquent taxes to the State of Ohio, a state agency, or a political subdivision of the State?
 Yes No
2. Owe any monies to the State of Ohio or any state agency for the administration or enforcement of the environmental laws of the state?
 Yes No
3. Owe any other monies to the State of Ohio, a state agency, or a political subdivision of the State that are past due?
 Yes No
4. Have any existent federal tax liens or tax liens for amounts owed to the State of Ohio, a state agency, or a political subdivision of the state?
 Yes No
5. Have a state loan on which it has defaulted or as to which any event has occurred or circumstance exists that with notice, the passage of time, or both would constitute a default?
 Yes No

Prior Legal Actions

Have the applicant (or user), related companies, or any of their respective officers:

1. Been convicted of a felony?
 Yes No
2. Been convicted of or enjoined from any violation of state or federal securities law?
 Yes No
3. Been a party to any consent order or entry with respect to an alleged state or federal securities law violation?
 Yes No
4. Been a defendant in a civil or criminal action?
 Yes No

*If you selected "yes" to any of the above questions please attach a separate sheet, immediately following this page, explaining the circumstances.

TAB I: TAX INFORMATION AND DISCLOSURE INFORMATION

I hereby **irrevocably** authorize the Tax Commissioner of the Ohio Department of Taxation or any agency designated by the Tax Commissioner of the Ohio Department of Taxation from the date below until the applicant is no longer receiving funds from Ohio Department of Development or repaying funds back to the Ohio Department of Development or obligated in any way to the Ohio Department of Development to disclose to the Ohio Department of Development, the Director of the Ohio Department of Development, or any designated employee of the Director, the amounts of any or all outstanding liabilities for commercial activity tax, corporation franchise tax, individual income tax, employer withholding tax, activity 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 the notice of disclosure(s) to the Ohio Department of Development 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.**

The 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.

Applicant (Print Name)

Federal Tax ID / Social Security Number

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title

TAB J: AUTHORIZATION AND CERTIFICATION

I understand that by signing this 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 completing and submitting this application does not guarantee that I will receive assistance under the Ohio Logistics and Distribution Stimulus Program.**

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 laws for knowingly making false or fraudulent statements.

Name of Eligible Applicant

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title

TAB K: ATTACHMENTS

- Please include a copy of each of the following:
 - Three years historical financial statements (balance sheet, profit and loss);
 - Interim financial statement (not more than 90 days old);
 - Projected financial statements for the current and next three years (balance sheet, profit and loss, including all assumptions);
 - Personal financial statements (if applicant is an individual / sole proprietor or a partnership);
 - Resumes of officers and key management personnel;
 - Information concerning working capital and lines of credit;
 - Real estate and / or used equipment appraisal (fair market & liquidation); and
 - Third party cost estimates for infrastructure and fixed asset costs.