

# Sample Technical Assistance Request Letter for Grant Funded VAP MOA Track Review

[DATE]

Megan Oravec (**these letters can also  
be sent to the DERR/VAP District Coordinator**)  
DERR, Voluntary Action Program  
Ohio Environmental Protection Agency  
122 South Front Street  
P.O. Box 1049  
Columbus, Ohio

Re: Request for Grant  
Technical Assistance  
For MOA-Track VAP

Dear Mr. Cica (**or DERR/VAP District Coordinator**):

This letter is a request for grant subsidized brownfield technical assistance for [NAME OF PUBLIC ENTITY AND NAME OF PROPERTY - e.g. City of Smithville's Former Acme Industry property]. The [NAME OF PUBLIC ENTITY] owns or maintains control (including access rights) to the [NAME OF PROPERTY] on which a release or suspected release of hazardous substances has occurred. Therefore, it is the understanding that the [NAME OF PUBLIC ENTITY] qualifies for grant subsidized brownfield technical assistance which will be provided by Ohio EPA for the [NAME OF PROPERTY].

**The [NAME OF PUBLIC ENTITY] is requesting grant subsidized technical assistance so that Ohio EPA may provide review of all appropriate investigation and cleanup documentation for the VAP MOA Track, including any assistance that is required from Ohio EPA to help facilitate the public participation requirements of the MOA Track (e.g. Ohio EPA's participation in any public meetings that need to be held regarding the property).**

I understand that once it is determined that this project qualifies for grant subsidized technical assistance, a lead reviewer will be assigned to this project who will contact me regarding details about conducting the technical assistance, including any project "kick-off" meetings that may need to be held in order to facilitate our entry into the VAP MOA Track.

In order to receive grant funded technical assistance I understand I need to provide you with the following information:

Name of Property : [NAME OF PROPERTY INCLUDING ANY ALIAS NAMES]  
Addresses of Property: [COMPLETE PROPERTY ADDRESS INCLUDING  
ZIPCODE]  
Latitude and Longitude  
of Property: [LATITUDE AND LONGITUDE TO NEAREST SECOND]

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 who will be overseeing the consultant's or CP's work on the project]. You may reach our project contact(s) at [PHONE #(s)].

Sincerely,