

**EIP REQUEST USING GRANT TECHNICAL ASSISTANCE  
REQUEST LETTER TEMPLATE**

**[Date]**

Kelly Kaletsky  
Ohio EPA, DERR/SABR  
P.O. Box 1049  
Columbus, Ohio 43216-1049

District DERR/VAP Coordinator

**[Enter address for district the property is in. See  
<http://epa.ohio.gov/districts.aspx> for district mailing addresses]**

Re: Request for Grant Technical Assistance and Consideration for the VAP Environmental Insurance Program for **[name of project]** property located at **[physical address of property]**.

Dear Kelly and District DERR/VAP Coordinator:

The purpose of this letter is to inform you of my request for VAP, grant-funded, technical assistance to review **[name of project]** for the above mentioned property and request to enter into the Environmental Insurance Program. I've attached the completed "Application Form for Grant Subsidized Technical Assistance Review for the VAP Environmental Insurance Program" with this request.

The specific document reviews I am requesting under the EIP is/are for **[Phase I Assessment, Limited Phase II Assessment, Phase II Assessment, and/or Remedial Action Plan]** which accompany this request letter. If I need any other VAP technical assistance (e.g. meetings, oversight, etc.) for this project or plan to enter PAYGO or the VAP MOA Track, I will submit a separate technical assistance request at a later date.

I am aware that as a public entity I am eligible to receive grant-funded technical assistance from Ohio EPA and am hereby requesting this funding as (Type of Public Entity). Also, I am requesting Ohio EPA's assistance to obtain a discount rate on an environmental insurance policy pursuant my EIP request. My understanding is that Ohio EPA will provide a review letter and checklist for my broker that will allow my application to be considered for a 10% premium discount by the participating insurance carriers. If there is further information needed for my application into the Environmental Insurance Program, please contact \_\_\_\_\_ at \_\_\_\_\_ **[telephone number]**.

Further communication for this project should be sent to the following address (es): **[Public contact] [Public Entity] [mailing address] [City, State, Zip]**

Sincerely,

Attachments

# Application Form for Grant Subsidized Technical Assistance Review for the VAP Environmental Insurance Program

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 (per the template above) and this 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 will contact you to inform you that you may receive grant funded technical assistance for your VAP Environmental Insurance Program (VAP-EIP) Review.

If you have any questions, please contact Kelly Kaletsky, manager, Voluntary Action Program, at (614) 644-2304. or at [Kelly.Kaletsky@epa.ohio.gov](mailto:Kelly.Kaletsky@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 municipality or non-profit?

Yes  Name of municipality or non-profit:  
\_\_\_\_\_

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 (Degrees/Minutes/Seconds):      ° ' " N  
   ° ' " 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 TIFF 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 can not 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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