

NRAC
Natural Resource Assistance Council
DISTRICT 14
HANDBOOK & METHODOLOGY

This District 14 Handbook is to be used in addition to the OPWC Clean Ohio Program Application. Both the **OPWC Clean Ohio Program Application** and the **District 14 Methodology** must be submitted as part of a complete application.

****Revised: March 2020**



****Applicable beginning with
Funding Round: 15**

Table of Contents

Funding Round 15 Updates.....	ii
Changes to Clean Ohio Policy for Current Round.....	iii
District 14 Principles.....	1
Funding.....	1
Eligibility.....	1
Eligible Applicants.....	1
Eligible Project Activities.....	2
In-Eligible Activities.....	2
Application Submission Guidelines.....	3
Project Selection Process.....	5
Unemployment and MHI Data Table.....	7
District 14 NRAC Council Members.....	8
Supplemental Guidance for Providing Required Clean Ohio Documentation.....	9
Supplemental Guidance for Completing the NRAC District 14 Methodology.....	15
Preliminary Project Screening.....	17
Project Purpose.....	18
NRAC 14 Scoring Methodology.....	19

NRAC 14 Clean Ohio Program Updates

Funding Round 15

District 14 Funds Available:	<u>Approx. \$3,507,562</u>
Deadline for Pre-screening Checklist Submittal:	<u>09/14/2020</u>
Pre-screening Meeting:	<u>09/22/2020</u>
Application due at OMEGA office by 4:30 p.m.	<u>02/08/2021</u>
Final Scoring Meeting:	<u>02/24/2021</u>

Please be advised that applicants are required to use March 2020 revised version of Scoring Methodology for their current and future Clean Ohio projects.

***** REMINDER: Applicants are highly encouraged to attend the Pre-screening and Final Scoring Meetings (dates above); these meetings will provide the applicant with opportunities to fully present their project to the NRAC and to answer any questions the NRAC members may have.**

OPWC: <https://www.pwc.ohio.gov/Programs/Clean-Ohio-Application>

OMEGA: http://omegadistrict.us/programs/community_development/opwc-greenspace/

Changes to Clean Ohio Policy for Round 15

- 1.) Appraisals will now be required at the time of application. NRACs may require either a full or restricted appraisal at the time of application. If funded, a restricted appraisal must be converted to a full appraisal.
- 2.) NRACs cannot approve projects where the purchase price exceeds the appraised value by more than 5%. (Applicant may pay the difference, but cost cannot be part of the grant request or be used as in-kind toward the project.)

Round 15 Appraisal Standards can be found here:

<https://www.pwc.ohio.gov/Project-Administration/Clean-Ohio#594114-appraisal-information>

- 3.) Resolutions of Support may be statutorily required as part of the project application depending on project type and applicant location. If required, they must be to the NRAC by the vote.
<https://www.pwc.ohio.gov/Advisories/Clean-Ohio#63956-resolutions-of-support>
- 4.) OPWC will no longer fund permanent improvements to conservation easements except for removal of invasive plant species.
- 5.) There have been a few changes to eligible and ineligible items. Please review the list here:
<https://www.pwc.ohio.gov/Programs/Clean-Ohio-Application#591122-eligible-costs>
- 6.) Please include “Eligible Improvements without Clean Ohio funds” in the draft Deed Restrictions in the Use & Development section.

Changes to District 14 NRAC Methodology and Process for Round 15/FY 21

★ **Pre-screening checklist now required for full application (Please see Page 5)** ★

- 1.) District 14 will require a restricted appraisal at the time of application. If funded, the restricted appraisal must be converted to a full appraisal.
- 2.) District 14 may approve projects that include mountain bike trails, horse trails, or disc golf on a case-by-case basis.
- 3.) Discretionary points have been lowered from 30 to 25.
- 4.) A Pre-screening Meeting will replace the Pre-scoring Meeting and will be held several months in advance of the final scoring meeting to allow for project completion.
- 5.) District 14 will now require a detailed, itemized cost estimate that clarifies amounts and scope of requested materials.
- 6.) Points for easements have been amended.

District 14 Principles:

District 14 Natural Resource Assistance Council (NRAC 14) serves Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, and Tuscarawas counties in eastern Ohio.

NRAC 14 is responsible for selecting projects eligible to receive funding from the Clean Ohio Green Space Conservation Program through the Ohio Public Works Commission (OPWC). NRAC 14 observes the following principles in evaluating projects for funding:

- Preserve natural areas or open space.
- Restore landscapes that have been degraded or destroyed.
- Enhance the quality of natural areas or open space.
- Link natural areas to each other or to county cultural and civic heritage areas.
- Provide public access to natural areas and/or community cultural and civic heritage areas.
- Projects must promote the development and improvement of open space, and/or the protection and enhancement of riparian corridors and watersheds.

Names and contact information for NRAC 14 Council Members, (pg.8) and District 14 Liaison (Pg. 5) are listed in this Handbook. NRAC Council Members and Liaison are available to answer any questions regarding the application process.

Funding:

Grant funds up to 75% of the estimated total project cost are available. Local match of 25% of the total project cost is required. Local match can be provided as contributions of cash, other state funds, other agency funds (federal, state, or local) donations by any individual, local political subdivision, or the federal government. Local match can also be in-kind contributions through the purchase or donation of equipment, land, easements, interest in land, or labor and materials necessary to complete the project. Pre-paid engineering or right-of-way costs paid by the recipient prior to the Project Agreement, may either be reimbursed (up to one year prior to the date of the Agreement) or credited toward the local match. Construction costs cannot be prepaid. OPWC Guidelines can be found at:

<http://www.pwc.state.oh.us/Documents/PMInKindReportingInstructions.pdf>

Eligibility:

Eligible Applicants:

- A. Local political subdivisions (Counties, Cities, Villages, Townships, Soil & Water Conservation Districts, Joint Recreation Districts, Park District Authorities)

- B. Tax-exempt, non-profit corporations with at least one designated activity that is directly related to the purposes for which Clean Ohio Conservation grants are issued.

Eligible Project Activities:

- A. Acquisition – (required for Open Space Acquisition projects) can include:
- a. Fee Simple Purchase including acquisition of land and structures
 - b. Easement Purchase
- B. Planning and Implementation
- Full Appraisal or Restricted Appraisal required at time of application
 - Closing Costs
 - Title Search
 - Environmental Assessments
 - Design
 - Restoration
 - Construction/Enhancement of facilities (can include demolition of structures on the property, trail construction, other access improvements). New trails cannot be part of a designated state trail route but may provide a linkage to a state trail route.
 - Permits, necessary advertising, and legal documents

Ineligible Activities:

- A. Administrative services incurred by the applicant
- B. Acquiring open space for “active recreation” such as baseball diamonds, tennis courts, etc.
- C. Riparian corridor projects that initiate or perpetuate hydromodification such as dams, ditch development, or channelization

Application Submission Guidelines:

A separate application should be completed for each stand-alone project proposal you are submitting. If multiple project proposals are submitted in one application, you may be asked to separate them. If you have questions regarding whether your project/s should be submitted as separate applications, please contact Trina Woodland, District 14 Liaison at (740) 439-447, ext. 201, trinaw@omegadistrict.org

The following materials **MUST** be submitted for each project in the following order:

1.) OPWC Clean Ohio Conservation Fund Application:

- The OPWC Clean Ohio application can be downloaded here:
<http://www.pwc.state.oh.us/Documents/PWC0002.pdf>

The following must be included in your Clean Ohio application:

- a) OPWC Application Attachment A – This page is included with the OPWC application. It can be found at the end of the application after page 6. Page is titled: “**Attachment A, Project Emphasis (ORC 164.22)**”.
- b) Please complete the checklist on Page 6 of the OPWC application and include it with your submission. For items not relevant to your project, please write N/A in the checkbox.
- c) Applicant Certification at the bottom of Page 6 of the OPWC application must be signed in [blue ink](#).
- d) Please assign page numbers to all documents in your application, continuing consecutively from one document into the next. This includes all supporting documentation required by the OPWC application and the District 14 Scoring Methodology. This allows the NRAC to easily locate documents that are referenced by page number in the District 14 Scoring Methodology.

(Please note that the Supplemental Guidance for Completing the OPWC Clean Ohio application can be found beginning on Page 9 of this Handbook. Supplemental Guidance for completing the District 14 Methodology can be found beginning on Page 15 of this Handbook. Be careful to follow instructions and provide all required documentation.)

2.) District 14 Scoring Methodology:

- **Scoring Methodology**

The Preliminary Project Screening Page is part of the Scoring Methodology and begins on Page 17, directly following the Supplemental Guidance. It must be completed prior to

the Scoring Methodology. The Scoring Methodology begins on page 19. Both the Preliminary Project Screening and the Scoring Methodology **must** be submitted **in conjunction** with the OPWC application. Please assign a score to each item in the Scoring Methodology, except for Item #21. This will be scored by the NRAC. NRAC members are not obligated to accept the self-scoring totals that the applicant has assigned and may apply a different score to items based on their analysis of answers and documentation provided. The applicant is required to provide justification for the scores they have awarded each criterion. Please attach a separate numbered document explaining your answers and the scores you have assigned to each criterion. This document is your supporting narrative. Please number it according to the instructions on Page 3. If a specific item does not apply to your project, just provide the criterion number and show it as not applicable. For example, if your project does not provide pedestrian or bicycle linkages to other open spaces, you could designate it as follows:

Criterion #9 – Inclusion of pedestrian or bicycle linkages to other open space preserve and population centers – N/A

The NRAC will refer to this document to award points for your project.

Supporting Documentation

Please review Supplemental Guidance for Providing Required Clean Ohio Documentation beginning on Page 9. This is a detailed list of items that corresponds with the OPWC Clean Ohio Green Space Conservation Fund Application. Failure to include the required documents requested in this section can result in your application not being ranked.

Please submit your Clean Ohio Green Space Conservation Program application materials as follows:

- Hard copies – submit **one (1)** original and **five (5)** copies of each document.
- The **original copy must be single sided**; the copies can be double-sided.
- All copies should be stapled on the top left-hand side, **do not bind the application or the copies. Do not staple the original.**
- All materials must be typed in **size 11 font or larger**.
- The original copy must show **original signatures** in **blue ink** for all resolutions, agreements, cost proposals, letters of support, purchase agreements, partnerships and supporting documentation on appropriate letterhead.

Project Selection Process:



New Application Requirement - Applicants will now be required to complete a pre-screening checklist. This checklist must be received by the required date or applicant will not be able to submit an application. A Pre-screening Meeting of the NRAC will replace the Preliminary Scoring Meeting. The due date for the checklist and the Pre-screening Meeting date will be posted on the OPWC and OMEGA websites. Applicants are **strongly encouraged** to attend the Pre-screening Meeting where they will be invited to explain their project with a short presentation (no longer than 10 minutes). Presentations may be verbal or visual and may include a short PowerPoint (5 or 6 slides) but should describe the project in enough depth for the NRAC to determine eligibility. This Pre-screening Meeting will replace the Preliminary Scoring Meeting. Please contact the District 14 Liaison if you have questions regarding pre-screening requirements.

Once project eligibility is established by the NRAC, final applications will be accepted as follows:

The OPWC Clean Ohio Conservation Fund Application, the completed District 14 Preliminary Screening and Methodology forms, and all supporting documentation must be **received** at the designated location by the date and time indicated. Applications can be mailed or delivered in person. Late applications will not be accepted. Be certain to follow the enclosed "Application Submission Guidelines" to avoid disqualification.

Submit Applications to:

Trina Woodland, NRAC 14 Liaison
Ohio Mid-Eastern Governments Association
326 Highland Avenue, Suite B
Cambridge, OH 43725
(740) 439-4471, x201 (office)

- ❖ The date and time the Liaison receives the Clean Ohio Conservation Fund Application will be indicated on the application.
- ❖ One copy of each application will be sent to each NRAC member, either electronically or through the U.S. Postal Service based on member requests. Each member will review the applications prior to the Final Scoring Meeting.
- ❖ Applicants may address the NRAC at the Final Scoring Meeting, prior to the assigning of Discretionary Points. Projects will then be ranked, and the NRAC will vote to accept the

projects. Funds are awarded beginning with the top-ranked project, until all funds are allocated.

**** Proposed projects that do not obtain a minimum final score of at least 40% (67.2 points) of the total possible points (168 with the maximum Discretionary Points allotted) will only be funded in whole or in part upon an affirmative vote of 2/3 of NRAC committee members in attendance at the Final Scoring Meeting. Approval is also contingent upon funding availability. (Project Selection Process revised March 2020)**

Unemployment and MHI Data Table

County-Level Unemployment and Median Household Income*										
	Unemployment Rate							Median Household Income		
	2014	2015	2016	2017	2018	5-Year Average	>125% State Average	2018	% of State MHI	Points**
Ohio	5.8	4.9	5.0	5.0	4.6	5.06	N/A	\$56,155	N/A	N/A
Carroll	6.2	6.0	6.8	5.8	5.3	6.02	No	\$50,002	89.6	2
Columbiana	6.5	5.9	6.7	5.9	5.2	6.04	No	\$44,938	80	2
Coshocton	7.6	6.4	7.1	6.8	6.2	6.82	Yes	\$46,420	82.7	2
Guernsey	6.7	6.2	7.1	6.0	5.5	6.30	No	\$44,623	79.5	3
Harrison	6.1	6.3	7.6	6.0	5.3	6.26	No	\$50,301	89.6	2
Holmes	4.0	3.4	3.6	3.5	3.3	3.56	No	\$60,828	108.3	0
Jefferson	8.2	7.4	8.4	7.3	6.3	7.52	Yes	\$42,821	76.3	3
Tuscarawas	5.6	5.4	5.8	5.0	4.6	5.28	No	\$51,030	90.9	1

****To obtain points for low income:**

Notes:

*This information is based on the USDA Economic Research Service:
<https://data.ers.usda.gov/reports.aspx?ID=17828>.
 Information will be updated for each funding round.

<u>MHI % Greater than</u>	<u>But Less than</u>	<u>Points</u>
100%		0
90%	100%	1
80%	100%	2
	Below 80%	3

To qualify as high unemployment per Clean Ohio regulations a county's unemployment average must be 125% higher than the state average for the last 5 years. Currently, the 5-year unemployment average must be greater than 6.33% to qualify as high unemployment.

Table 2 – NRAC 14 Council Members

Member	Expiration Date	Nominated By:	Group #	Phone/Fax	E-mail
Jill Lengler (Chair)	9/23/2020	OMEGA	5	(330) 365-3352	lengler@co.tuscarawas.oh.us
Chris Jacobs (Vice-Chair)	9/23/19	Harrison County Regional Planning	5	(740) 945-0316	cpjacobs4@gmail.com
Joe Bachman	9/23/19	District 14 Integrating Committee	0	(330) 339-6648	tcejoe@yahoo.com
Billy Wilson	12/11/22	Harrison County Soil & Water Conservation District	1	(740) 942-8837	bwilson@harrisoncountyohio.org
Roxanne Kane	12/11/22	Tuscarawas County Commissioners	1	(330) 874-4660	roxregaskane@gmail.com
Marissa Lautzenheiser	9/23/21	Rural Action	2	(330) 859-1050	marissa@ruralaction.org
Wendee Dodds	9/23/21	Jefferson Soil & Water Conservation District	1	(740) 264-9790	wzadanski@jeffersoncountyoh.com
Dan Rice	9/23/21	Ohio & Erie Canalway Coalition	2	(330) 374-5657	drice@ohioeriecanal.org
Michelle Wood	9/23/2021	Holmes County Commissioners	4	(330) 674-2811	mwood@co.holmes.oh.us
Kevin Buettner	12/11/22	Guernsey County Park District	3	740-439-4471	kevinb@omegadistrict.org
Tom Butch	9/23/2020	Columbiana County Federation of Conservation Clubs	4	(330) 301-0536	butchy5@gmail.com

Supplemental Guidance for Providing Required Clean Ohio Documentation

Adopted August 11, 1999 – Revised July 2012, August 2014, August 2015, June 2018, March 2020

Following is a list of items that need to be included with your application for Clean Ohio funds. They are numbered to correspond with the OPWC grant application. These attachments will help the NRAC better understand and review your application. Please provide attachments in the order listed below. The original copy of the grant application must include all original attachments, letters, resolutions, cost estimates, and financial certifications, signed in blue ink. Failure to include requested documentation can result in your application not being ranked.

A.) All public entity applicants must provide their OPWC subdivision code number:

<https://pwc.ohio.gov/Resources/Subdivision-Codes>

B.) New applicants should contact OPWC for a subdivision code.

1.1) Estimated Project Costs: Provide the following information for any eligible costs related to the project:

1.) Acquisition Expense and Justification of Land Value:★

Justification of land value: For land acquisition, a full appraisal or restricted appraisal by an ODOT pre-qualified real estate appraiser will need to be submitted with the application to District 14. See the following page for more information: <https://pwc.ohio.gov/Project-Administration/Clean-Ohio#594114-appraisal-information>. Applicants may choose to do a full appraisal, but District 14 NRAC will accept a restricted appraisal at the time of application. If project is funded, a full appraisal must be submitted to the OPWC. Purchase price of the land cannot exceed 5% of the appraised value per Clean Ohio Policy.

Appraisals must be conducted by an Ohio Department of Transportation (ODOT) Prequalified Appraiser:

<http://www.dot.state.oh.us/divisions/Engineering/consultant/Pages/default.aspx>. If the appraised amount exceeds the acquisition amount listed in the application, the applicant will only receive the grant amount requested in the application. If the appraised amount is lower than the acquisition amount projected in the application, the applicant will receive the grant percentage based on the appraised value.

If a portion of a parcel is being purchased with Clean Ohio funds (i.e. only 30 acres are to be purchased and established for greenspace out of a 100-acre parcel), the applicant is required to provide with their application a GIS or similar quality map that shows the portion of the property being purchased with Clean Ohio funds. Also, the appraisal value identified in the application will be based on the value of the property being purchased through this program. These requirements apply to both fee simple purchases and easement acquisitions.

For Conservation Easements: Appraisers of a conservation easement must be provided with the language of the easement document. ODOT pre-qualified appraisers must be used. Contact OPWC for more information on conservation easement appraisals

★ **Separate the cost of the land and the structures (if any).**

2.) Planning and implementation:

- Appraisal – provide a fee proposal from an Ohio Department of Transportation prequalified appraiser who is credentialed in Value Analysis
- Closing Costs – provide a fee proposal from a title company
- Title Search – provide a fee proposal from a title company
- Environmental Assessments (EA) – provide a fee proposal from a firm qualified to do EAs
- Design – provide a fee proposal from a registered engineer/architect
- Surveys
- Other Eligible Costs – provide a fee proposal from the appropriate source.

3.) Construction or Enhancement of Facilities

- For construction, a preliminary detailed, itemized cost estimate from a registered engineer/architect or from a licensed contractor that clarifies amounts and scope of requested work and materials. For improvements only on property purchased with Clean Ohio funds, costs may be supported by quotes. Improvements may be part of the acquisition application or a post-acquisition application.

4.) Permits, Advertising, Legal

- Direct expenses for permit fees, bid advertising and legal fees.

5.) Contingencies

- No documentation required

1.2) Project Financial Resources:

A.) In-kind contributions must follow OPWC regulations that are found at: <http://www.pwc.state.oh.us/Documents/PMInKindReportingInstructions.pdf>. The form can be found at: <https://www.pwc.ohio.gov/Project-Administration/Clean-Ohio#59499-local-match--in-kind> (Scroll down to In-Kind Contributions Time Reporting Record)

- Force Account Labor (applicant's own employees) include wage rate (with fringes) included, hours estimated.
- Volunteer Labor – If the applicant has paid employees, the volunteers are credited at the same rate (excluding fringes). If they have no paid employees, the volunteer rate is \$15.00/hour.
- Equipment – Use the latest posted ODOT Equipment Rates. This information can be found on the following website: <http://www.dot.state.oh.us/Divisions/Facilities/EquipMgt/EMS/Documents/2019%20Equipment%20Standard%20Rates.pdf>
- Provide documentation for your in-kind contribution of labor and equipment (number of hours, numbers of workers, what work will be performed, what kind of equipment will be donated)
- Material – Price quotes from appropriate sources (example: for plants, a nursery). No administrative charges can be added.
- Land – For all acquisition, including easements, a copy of the restricted or full appraisal, tax map, deed and legal description must be included. (**District 14 will require a restricted appraisal at the time of application. Must be converted to a full appraisal if project is funded.*) An option to purchase or a notarized letter of intent by the landowner indicating that if the applicant receives a grant, he/she is willing to sell the property for the price listed in section 1.1.
- Provide information on existing easements and mineral rights. This is usually found in the deed. If the landowner from whom you are acquiring the property says that they will donate a certain percentage of the cost, a letter is required from the owner stating this.

Example 1: The property you wish to buy is appraised at \$100,000. The property owner agrees to accept \$75,000 for the property, thus the \$25,000 difference is the local match for the project.

Example 2: You are buying 10 acres for \$40,000 (\$4,000/acre) from Mr. Jones. Mr. Jones says he will donate another two acres free. Those two (2) acres would be worth \$8,000 (2 x \$4,000) toward the local match requirement.

NOTE: This land must be contiguous to the property you are buying with Clean Ohio funds, or a part of the applicant's overall open space comprehensive plan, or adjacent to other land owned/maintained by the grant applicant as open space. It must be land that meets the NRAC District 14 criteria. The land must be identified by parcel number and a copy of the tax map. Current appraised tax value, deed and legal description must be included.

B.) Applicant's Own Funds

Signed statement from the chief financial officer.

C.) Other Public Revenues

A grant agreement or a letter stating the status of the request for funds from the public agency to which the request has been made. If another political subdivision is providing funds or labor, provide a resolution from them stating the amount and availability of funds.

D.) Private Contributions

These contributions must be listed on the letterhead of the agency or company making the donation. A contact name and number must be included. If the contribution is from a private individual, a signed statement from them stating the donation must be included.

Volunteered Labor – see 1.2(A) above

Equipment – see 1.2(A) above

Material – see 1.2(A) above

Land – see 1.2(A) above

Cash – see 1.2(B, C, D) above

E.) Clean Ohio Conservation Funds from another NRAC District (for multi-district projects)

Letter from the other NRAC district stating that this project has been ranked and selected for funding, or a copy of the grant agreement.

1.3 Availability of Local Funds

As stated in the application, a statement signed by the chief financial officer that all the funds and contributions listed above, not just the applicant's share, will be available for the project.

1.4 Partnerships

As stated in the application, list any partnership with other sources (i.e. Is this part of a larger project or plan?). If this project is part of a larger project or plan, provide the name, date, and the plan preparer. Include copies of the portion of the plan that includes your project. If it is part of a larger project, please provide a description of the project, its status, and a contact person if it is not administered by you. This must be a plan that has been adopted/accepted/approved by the government agency (for example, a Countywide Park Plan must have been adopted by the County Commissioners or Park Board if project is part of a Park District).

2.0 Project Schedule – Described in application

3.0 Project Description

If project is multi-jurisdictional, describe briefly and attach documentation that the different jurisdictions are actively participating in the project. For all acquisition projects, a restricted or full appraisal, deed and legal description must be included. An option to purchase or a letter from the landowner indicating he/she is willing to sell the property for the price listed in section 1.1.

A.) Specific Location – Described in application.

Attach a map and direction to the proposed site.

B.) Project Components

Acquisition projects must include the acreage. Include related specific tasks like surveying and title work. If you have included any costs for construction or development or enhancement of facilities, describe what you are going to do and why.

If you are doing stream bank restoration, describe it. Example: We are going to install geotechnical stabilization along 150 LF of the north side of Critter Creek from Point A to Point B. We are going to plant osier willows along the south bank for the same length.

C.) Define Terms of Easements as per ORC Section 164.20:

“(ORC 164.26A) The director the Ohio Public Works Commission shall establish policies related to the need for long-term ownership, or long-term control through a lease or the purchase of an easement, of real property that is the subject of an application for a grant under sections 164.20 to 164.27 of the Revised Code and establish requirements for it to be submitted by grant applicants that are necessary for the proper administration of this division. The policies shall provide for proper penalties, including grant repayment, for entities that fail to comply with the long-term ownership or control requirement established under this division.”

D.) Access – Described in Application

E.) Ownership/Management/Operation

Tell who will own, operate and maintain the property. If a different entity will maintain or operate the property, please provide an agreement. Provide information on your/their experience with operation and maintenance. Will it be volunteers? Will it be paid employees? Do you have the equipment needed?

All land purchased by Clean Ohio funds must have deed restrictions regarding perpetuity as open space. Include OPWC Proposed Declaration of Restrictions: see the following link for the form that must be submitted with the application:

<https://www.pwc.ohio.gov/Project-Administration/Clean-Ohio> (Scroll down to Deed Restriction Language for form)

4.0 Project Officials – Described in application

5.0 Attachment/Completeness Review – Described in application

6.0 Applicant Certification – Described in application

Supplemental Guidance for Completing the NRAC District 14 Methodology

- 1.) Please review OPWC's "Glossary of Terms for Clean Ohio Grant Application and Model Methodology" for definitions of many of the terms contained in the Scoring Methodology. This can be found at: <https://pwc.ohio.gov/Project-Administration/Clean-Ohio#594102-greenspace-glossary>
- 2.) Please complete the Preliminary Project Screening beginning on Page 17.
- 3.) Complete Scoring Methodology beginning on Page 19.
- 4.) All supporting documentation for the OPWC application and the District 14 Scoring Methodology should include page numbers per the instructions on Page 3. This includes the narrative. This will allow the NRAC to easily identify documents referenced in the Scoring Methodology.
- 5.) Self-score your application.
- 6.) Be sure to include corresponding narrative with Scoring Methodology. See example below:

Sample Narrative

Sample Narrative for Completing District 14 Methodology

Reference: Documents are identified by page number in Scoring Methodology

1. Mineral rights for this property are not available, but timber rights are included in the deed.
2. N/A
3. We will be partnering with the County to cover the match requirement. The County has agreed to provide 10% of the 25% match that is required. This will be provided in cash in the amount of \$40,000 as stated in the letter of commitment included in the application.
4. Property will be accessible to the public seven (7) days a week during daylight hours.
5. We have attached an if-come letter from the landowner agreeing to sell for the agreed upon price if the project is funded.
6. Please see Operations and Maintenance Plan (included)
7. The Sunland Nature Conservancy has successfully operated and maintained a 1,152-acre preserve of open green space for the past 20 years, including a 32-acre wetland area, and several acres of lowland floodplains. Our on-site Operations Manager has a master's degree in Environmental Protection and Conservation and our Executive Director holds a master's degree in Wildlife and Conservation Biology. Our trained staff of 15 have successfully worked to expand the habitat of several threatened species of plants and animals, including the Eastern Prairie Fringed orchid and the Karner Blue butterfly.
8. According to the American Community Survey 2017 estimates, our Imaginary County has an unemployment rate of 7.3% and a median income of \$41,000.
9. N/A
10. This project will involve the creation of two outdoor classrooms. Sites will be chosen upon completion of the project, but one site will be located along the creek bank to facilitate water study activities.
11. Etc.....
12.

Other Required Information

1.) Public Participation (ORC 164.23.10)

Provide proof regarding public participation in the planning. This can be a copy of the notice for your regular meetings where this was discussed. Include minutes from the meetings.

2.) Resolutions of Support (ORC 164.23B1)

Resolutions of Support may be statutorily required as part of the project application depending on project type and applicant location. **If required, they must be to the NRAC by the vote.**
<https://www.pwc.ohio.gov/Advisories/Clean-Ohio#63956-resolutions-of-support>

If required for your project:

a. *Must be a resolution of support from the county in which the project is located **and***

- If located within one township, copy of resolution of support
- If located within one municipality, resolution of support
- If located in more than one but less than five townships or municipalities, copies of resolutions from one half (1/2) of the total.
- If located in five or more townships or municipalities, resolutions of support from 3/5^{ths} of the total

b. *If you are a park district, you must consult with the legislating authority of each county, township and municipality in which the proposed project is located.*

**CLEAN OHIO GREEN SPACE CONSERVATION PROGRAM
NRAC District 14**



Project Submission Checklist

PROJECT NAME			
APPLICANT			
CONTACT PERSON		PHONE	EMAIL

PROJECT CHECKLIST: If “no” to any item below, the project is disqualified. Enter page number.

YES	NO		PAGE #
		Complete application received by deadline	
		Purchase option on property or letter from willing seller	
		Long term plan for property	
		Draft deed restrictions	
		Resolutions of Support	
		Restricted or full appraisal for acquisitions	

District 14 will require a restricted appraisal with the application. The restricted appraisal must be converted to a full appraisal if funding is awarded.

PROJECT PURPOSE: Projects must involve at least one of the following from A or B, below.

A.) OPEN SPACE PROJECTS

	Acquires land for parks
	Acquires land for public forests
	Acquires land for wetland preservation or restoration
	Acquires land for other natural areas
	Acquires land for connecting corridors for natural areas
	Open space acquisition
	Permanent conservation easement
	Constructs/enhances facilities to make open space area accessible and useable by the general public

B.) RIPARIAN CORRIDORS OR WATERSHED PROJECTS

	Protects and enhances riparian corridors or watersheds, including the protection and enhancement of streams, rivers, lakes, and other waters of the state.
--	--

PROJECT ELIGIBILITY: If “yes” to any of the items below, the project is ineligible.

YES	NO	
		Includes hydromodification projects such as dams, dredging, sedimentation, bank cleaning, ditch development, or channelization
		Accelerates untreated water runoff
		Funds current legal obligations under state or federal laws or local ordinances
		Funds facilities other than those required to provide public access to or use of open space
		Funds facilities for active recreation such as tennis courts, ball fields, or rec. centers
		Funds improvements on conservation easement, except for invasive species removal
		Funds the construction of trails not involving land acquisition, unless previously acquired with Clean Ohio Green Space money

CLEAN OHIO GREEN SPACE CONSERVATION PROGRAM - NRAC DISTRICT 14

NRAC 14 SCORING METHODOLOGY

Clean Ohio Green Space Conservation Program applications are scored on the following criteria and ranked accordingly. Project scores will be used to make recommendations to the OPWC for grant funding. Briefly address each criterion within the OPWC application, and list below the page number where the information may be found by the NRAC 14 scorer.

MANAGEMENT AND ADMINISTRATION

#	POINTS	CRITERIA	PAGE#
1		<p>Are you acquiring the Timber/Mineral Rights? (Maximum of 20 Points) <i>ORC 164.22 (A)</i></p> <p>Please explain by providing a copy of the property deed and/or other documentation to prove ownership.</p>	
2		<p>Are there any existing easements? (Maximum of 2 points) <i>ORC 164.22 (A)</i></p> <p>No documentation that easement/s exist = 0 points Documentation that easement/s are present = 1 point Documentation that there is a conservation easement = 2 points</p>	
3		<p>Will you be coordinating with other organizations or agencies to complete the project? (Maximum of 6 points) <i>ORC 164.24 (A) (4), ORC 164.23 (A)(7)(8)(9)</i></p> <p>Must provide a Letter of Commitment explaining the roles and responsibilities of each group listed.</p>	
4		<p>Will property be accessible to the public? (Maximum of 5 points) <i>ORC 164.24 (A)(8), ORC 164.23 (A)(11)</i></p> <p>Please describe times when property will be accessible to the public.</p>	
5		<p>Readiness to Proceed (Maximum of 10 points) <i>ORC 164.24(A) (10)</i></p> <p>a.) No commitment from landowner = 0 points b.) If-come letter from landowner = 5 points c.) Purchase agreement from landowner = 10 points</p>	
6		<p>Operation and Maintenance (Maximum of 6 points) <i>ORC 164.23 (B)(2)</i></p> <p>Provide a copy of your Operation and Maintenance Plan or a statement that proves you have a plan in place. Plan shall include a list of resources that you will use to complete and maintain the project: equipment, labor capabilities, etc.</p>	

7		<p>Describe organizational capacity and experience of applicant. If project involves multiple organizations, please explain their capacity to maintain the project. (Maximum of 6 points) <i>ORC 164.23 (B)(2)</i></p> <p>Include documentation verifying your/their experience with operation and maintenance. Provide details, i.e., photos or media coverage of past successes.</p>	
---	--	---	--

Community Benefits

8		<p>Is your county eligible to receive points based on unemployment and MHI (Median Household Income)? (Maximum of 6 points)</p> <p>a.) High unemployment per Table 1 (Maximum of 3 points) b.) Low income per Table 1 (Maximum of 3 points) <i>See Table 1 (Page 6)</i></p>	
9		<p>Will project include pedestrian or bicycle linkages to other open space preserves and population centers? (Maximum of 10 points)</p> <p>Please provide maps that demonstrate these linkages.</p>	
10		<p>Will project enhance educational opportunities and/or provide physical links to schools and/or after school centers? (Maximum of 3 points) <i>ORC 164.22 (A)(5)</i></p> <p>Provide letters from educators or administrators stating how they will utilize the property to provide educational experiences, and/or maps illustrating the linkage to schools or after-school centers.</p>	
11		<p>Describe the economic, social, recreational, and environmental benefits. (8 points possible, Maximum of 2 points each) <i>ORC 164.24 (A)(6)</i></p> <p>Provide details and documentation. Describe your plans to make it an eco-tour spot, etc.</p>	
12		<p>Is the project consistent with publicly adopted or other regional community or watershed plan? (Maximum of 3 points) <i>ORC 164.22 (B)(2)</i></p> <p>Provide a link to the plan if there is a website or provide a copy of the section of the plan that covers your project. Provide a copy of the resolution adopting the plan.</p>	

Environmental Conservation

13		<p>Will the project protect or increase high quality habitat for plants and animals? (Maximum of 6 points) <i>ORC 164.22 (A)(3)</i></p> <p>Please describe how the project will accomplish this.</p>	
----	--	---	--

14		<p>Will the project protect or increase high quality habitat for rare, threatened and/or endangered plant and/or animal species? (Maximum of 6 points) <i>ORC 164.22 (A)(3)</i></p> <p>Please provide supporting documentation that rare, threatened or endangered species are present in the project area. Below is a link to a website that lists Ohio's threatened or endangered species and their habitat description by County: https://www.fws.gov/midwest/endangered/lists/ohio-spp.html</p>	
15		<p>Will the project preserve or restore existing high-quality wetlands, including headwater streams? (Maximum of 12 points, up to 6 points for high-quality wetland, up to 6 points for headwater stream) <i>ORC 164.22 (A)(6), ORC 164.22 (B)(5)</i></p> <p>Wetlands are those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas (40 CFR 230.3(t)). County Soil and Water Conservation Offices or the Natural Resources and Conservation Service (NRCS) can provide documentation.</p> <p>A Headwater Stream is defined as a stream that has a watershed less than or equal to 20 square miles. http://www.epa.state.oh.us/dsw/wqs/headwaters/index.aspx</p>	
16		<p>Will the project preserve or restore stream functions or functioning floodplains? Please be specific. What will be preserved or restored and how? (Maximum of 6 points) <i>ORC 164.22(B)(4)</i></p>	
17		<p>Will the project allow for proper management of areas where safe hunting and trapping may take place in a manner that will preserve balance of natural ecosystems? (Maximum of 5 points) <i>ORC 164.22 (A)(8)</i></p> <p>If hunting will be allowed, please describe specific intentions. Do not just state that the property is open for hunting. Information can be found at: https://ohiodnr.gov/wps/portal/gov/odnr-core/search/?search_query=hunting+and+trapping+regulations</p>	
18		<p>How will the project reduce or eliminate nonnative, invasive species of plants or animals? Include your plan for removal, maintenance, and long-term management. (Maximum of 10 points) <i>ORC 164.22 (A)(7)</i></p> <p>List the species that are on the site and that you propose to remove. Species must appear on ODNR Division of Wildlife – Wild Resources – Invasive Species List that can be found at:</p>	

		https://ohiodnr.gov/wps/portal/gov/odnr-core/search/?search_query=invasive+species	
19		Will the project restore and/or preserve aquatic biological communities? (Maximum of 10 points) ORC 164.22 (B)(6) Describe how your project will accomplish this.	
20		Will the project protect Ohio's natural heritage, high quality of a regionally threatened biological community, state NHI ranked rare species, or a globally endangered species or biological community? (Maximum of 3 points) ORC 164.22 (A)(6) Natural Heritage: Species, communities, and physical features present in Ohio at the time of the first European Settlement: http://www.fws.gov/midwest/endangered/lists/ohio-cty.html .	

Discretionary Points

21		Briefly indicate any additional project benefits or considerations you would like the committee to consider in evaluating your application. This is an opportunity for you to discuss specific aspects of your project that were not addressed in the Scoring Methodology. (Maximum of 25 points) Please provide documentation necessary to demonstrate additional benefits.	
-----------	--	--	--

Maximum of 168 points possible. Projects must receive a minimum score of 67.2 (40%) points. *(Projects not meeting the minimum score can still be considered for funding by a 2/3 affirmative vote of the NRAC.)*