

APPENDIX C: STAKEHOLDER ENGAGEMENT TEMPLATE

[Project Owner's Letterhead]

[Date]

[name]
[title]
[taxing authority]
[address]
[city], OH [zip]

Re: [Applicant project facility name, address]

Dear [greeting]:

I am writing to provide you with information on the above-referenced project, which has gone through an initial review phase with the Ohio Air Quality Development Authority (OAQDA) resulting in the preliminary approval of eligible improvements as described in Attachment A. OAQDA is a non-partisan, independent public partner for local businesses that is committed to serving the economic and environmental needs of Ohio businesses and communities as they strive to reduce air emissions and achieve greater sustainability goals.

As part of its evaluation process for final approval, OAQDA assesses a variety of factors – technical, financial, environmental, and economic impact and accountability – to determine if a project is eligible for financing. In addition to the benefit of tax-exempt bond issuance, projects that meet the requirements are eligible for sales and use tax exemption, and real property taxes, as applicable. The final valuation and application of the tax exemption for each project is made by the local county auditor or fiscal officer along with the State Tax Commissioner. It is important to note that OAQDA's authorized tax exemptions are applicable only for the eligible improvements.

The attached project detail provides basic information about our project, and the local benefits anticipated with relation to air quality, community improvement, economic incentives, and other priorities. Additionally, this attachment identifies the preliminary tax impact that may result from the project's participation in the program.

We welcome an opportunity to discuss our project with you. Please contact me at [contact information]. OAQDA has also indicated their willingness to address any questions you may have related to this project and the benefits of its participation in the program. Please contact [OAQDA name] by email at [email] or phone at [phone number].

Sincerely,
[project owner]
[title]

cc: Christina O'Keeffe, Executive Director, Ohio Air Quality Development Authority

ATTACHMENT A
[project facility name / address]

Confirmed certified receipt of this information is required as a part of the OAQDA approval process. This project is subject to final approval by OAQDA which includes agreement by the applicant to provide ongoing project Measurement & Verification (M&V), approval of all financing terms, and determination of final air quality benefits based upon final project scoping and engineering.

FROM APPLICATION SECTION I

Applicant – legal business or individual name, include business name, trade name or DBA, if different from legal name:

Type of Business:

Business Address:

Contact information including telephone, email, relationship to applicant (if different):

Length of time in Ohio:

Number of employees:

Brief description of business:

FROM APPLICATION SECTION VI

Type of Project:

Type of Improvements that qualified as Air Quality Facility:

Project Start Date:

Project Completion Date:

Present number of employees at site of improvements: Full time / Part time

Expected additional employees after completion: Full time / Part time

Construction personnel: Full time / Part time

Brief description of project:

FROM APPLICATION SECTION VII

Total project budget:

Value of improvements eligible for Program:

FROM APPLICATION SECTION VIII

Identify community impact with respect to local benefits related to air quality, economic and community development.

FROM APPLICATION SECTION X

Provide evaluation of tax benefits expected pursuant to Program tax exemptions available from (i) sales and use taxes, (ii) property tax exemption, and (iii) bond interest tax exemption. For simple projects, there may not be the need for all categories to be defined, please coordinate any questions through OAQDA.

PLEASE NOTE, THIS SECTION OF STAKEHOLDER ENGAGEMENT SHOULD BE CONFIRMED BY OAQDA PRIOR TO STAKEHOLDER DISTRIBUTION.

FROM APPLICATION PROJECT DETAIL SUPPLEMENT

Identification of Air Quality Facility anticipated criteria pollutant and/or greenhouse gas emission reductions and/or energy conservation and/or environmental benefits derived from eligible improvements, described in metrics specific to project, i.e. GHG, CO2, kWh, Therms, NOX, SOX or other applicable metrics as determined qualified with OAQDA.

In addition to air quality metrics, identification of expected monetary savings from reduced energy consumption, operating efficiencies, or other measurable financial savings.