

Procedures for Demolition (Eligible Use D)

(actions to be undertaken by Community and/or Developer)

1. Submit the Demolition Setup Form to NSP Project Manager so that NSP eligibility can be determined and an Environmental Review may be undertaken.
2. Submit documentation to HCCD that the structure has been vacant for at least 90 days and that utilities have been shut off.
3. Submit documentation that property is blighted (include a picture and conditions specific to the property that warrant the “blighted” designation). Must meet the definition of “blight” as defined in the Ohio Revised Code.
4. Submit documentation that the property is condemned or that a right-of-entry has been obtained (if the property is not owned by the community).
5. Submit bids to HCCD from 3 different demolition contractors. Bids must include an asbestos inspection.
6. If anticipated cost is \$25,000 or greater, then contractor must be procured through the competitive bidding process (if government entity).
7. If contract is \$100,000 or greater, then Contractor must follow Section 3 requirements.
8. Determine method of payment: HCCD can reimburse contractor directly or HCCD can reimburse the community.
 - a. The Certification Request For Payment form must be submitted to receive a check. This form must be an original (no copies accepted) and must be accompanied by supporting documentation (original invoice or bill, copy of check, etc.). It may take up to a week to receive a check.
 - b. The recipient of the check must be on the County’s Vendor List; if not on list, please have agency fill out Vendor Form and fax to 513-946-4475. It may take up to a week to be added to the County’s Vendor List.
9. After demolition takes place, submit documentation that a lien was placed on the owner’s tax bill for the cost of the demolition. This applies to those properties not owned by the community. Documentation can be in the form of a copy of the recorded tax lien.
10. Submit photo of cleared site to HCCD.