



**OPERATING STANDARDS  
FACILITIES AND CAPITAL INVESTMENTS  
EFFECTIVE DATE: JANUARY 1, 2013**

---

**OVERVIEW**

The video lottery sales agent (VLSA) shall provide and submit a development and construction program of the proposed facility including detailed interior and exterior descriptions, Capital Investment Plan, initial project budget, estimated construction timeline, status of all required governmental and regulatory permits and or approvals, and any conditions thereto, and anticipated opening date (the Plan).

The Ohio Lottery Commission (OLC) and the Ohio State Racing Commission (OSRC) shall review and approve the Plan and monitor the progress of the program using the services of the Ohio Facilities Construction Commission (OFCC).

**REFERENCE DOCUMENTS**

Ohio Revised Code [3770.21](#)

Ohio Administrative Code [3770:2-12](#), [3770:2-2](#)

Video Lottery Sales Agent Terms and Conditions

Master Facility Plan Checklist issued by DAS, General Services, OFCC

Intralot Ohio CMS Facility Planning Guide, Version 1.3 effective 12/10/2012\*

**PLAN SUBMISSION AND REVIEW**

The VLSA will make an initial presentation to the OLC, OSRC and OFCC describing the current state of the facility and planned improvements to the gaming and racing facilities. An on-site presentation is preferred.

The VLSA shall review the Master Facility Plan Checklist. The VLSA may use existing documents and support materials in response to checklist items provided that the VLSA prepares a cross-referencing index to the Master Facility Plan Checklist.

The VLSA is required to provide access to these supporting documents. That access may be accomplished electronically through a secure FTP site accessed by authorized personnel where the contents can be reviewed with appropriate security and confidentiality.

**MASTER FACILITY PLAN REVIEW AND APPROVAL PROCESSES**

The OFCC, in concurrence with the OLC and OSRC, will review the Plan and supporting documentation submitted by the VLSA for completion and compliance with the requirements of Ohio Administrative Code (OAC) 3770:2-12, the instructions to the applicants from the OLC and the OSRC and the plan review checklist developed by DAS and the Lottery.



## **OPERATING STANDARDS FACILITIES AND CAPITAL INVESTMENTS EFFECTIVE DATE: JANUARY 1, 2013**

The OFCC will prepare a written report documenting the review process, endorsements, approvals and/or noncompliance. The OFCC will notify the OLC and the OSRC of any concerns within the Plan that require clarification or additional information.

### **LOTTERY FACILITY REQUIREMENTS**

OAC 3770:2-12 requires that the VLSA provide a dedicated office for use by the Lottery. The Lottery requests the following components.

- \*OLC requires sufficient, secured space to house components of the Central Monitoring System (CMS). For details on Intralot's CMS Facility Requirements, contact Matt Johnson, Intralot Inc. by phone at (216) 618-1260 or email at [Matt.Johnson@intralot.us](mailto:Matt.Johnson@intralot.us).
- OLC requires sufficient and secured space (minimum 600 square feet) to house the Ohio Lottery Investigator staff. This space must be equipped with at least one surveillance workstation, four employee workstations with chairs, and locking filing cabinets. OLC will provide a network, phones, printers, and computers.
- A secured temporary space (visitor office, conference room) must be available for regulators to conduct audits, meetings, etc. as necessary. This space should have internet access, a conference phone, and accommodate at least six people.
- Prior to and during launch, an area must be provided to accommodate a twelve member launch team for OLC and the gaming vendor. Requirements for this space include folding tables, chairs, and power outlets.
- A minimum of six designated parking spaces, four for the Lottery Commission and two for the Racing Commission, labeled as such.

### **CAPITAL INVESTMENT REVIEW AND APPROVAL PROCESSES**

The OFCC, in concurrence with the OLC and the OSRC, will review the Capital Investment Plan submitted by the VLSA to determine compliance with following required criteria established by the OLC and the OSRC. According to OAC 3770:2-2, capital investment means costs related to demolition, engineering, architecture, design, site preparation, construction, infrastructure improvements, land acquisitions, furniture, fixtures, equipment, insurance related to construction, capitalized interest and other financing costs, leasehold improvements, video lottery terminal acquisition and related technology, surveillance and security equipment, and such other costs as approved by the director which are usual and customary for the industry.

The OFCC will evaluate the estimates provided by the VLSA against available market and historical data available and advise the OLC and the OSRC of any areas of concern.

The OFCC will prepare a written report documenting the review process, endorsements, approvals, or noncompliance. The OFCC will notify the OLC and the OSRC of any concerns within the Plan that require clarification or additional information.



**OPERATING STANDARDS  
FACILITIES AND CAPITAL INVESTMENTS  
EFFECTIVE DATE: JANUARY 1, 2013**

---

**MONITORING AND VERIFICATION**

The OFCC, in concurrence with the OLC and the OSRC, will review the expense reporting materials provided by the applicant with the Master Facility Plan progress documentation. The OFCC will compare expenses reported against work in place and prepare a summary report of the expenses completed and projected.

The OFCC will perform document and on-site monitoring of the Facility Plan progress to confirm the commitment to meet the timelines and scope of the Master Facility and Capital Investment Plan. The OFCC will review progress reports and perform on-site observations of work in place and prepare a summary report for the OLC and the OSRC.

**CONTACT**

Questions regarding the Facility and Capital Investments may be directed to [Steve.Kmiotek@olc.state.oh.us](mailto:Steve.Kmiotek@olc.state.oh.us)

Questions regarding OLC investigator requirements may be directed to [John.O'Donnell@olc.state.oh.us](mailto:John.O'Donnell@olc.state.oh.us)

Questions regarding Intralot's CMS Facility Planning Guide may be directed to [Matt.Johnson@intralot.us](mailto:Matt.Johnson@intralot.us)