

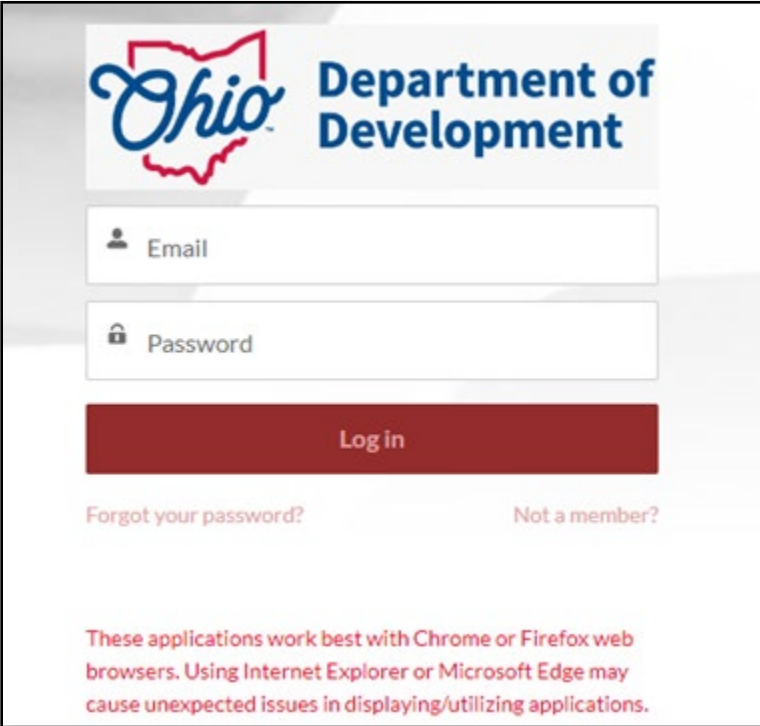


**Department of
Development**

**Lead Safe Ohio
Address and Contract Setup
2024 Instruction Manual**

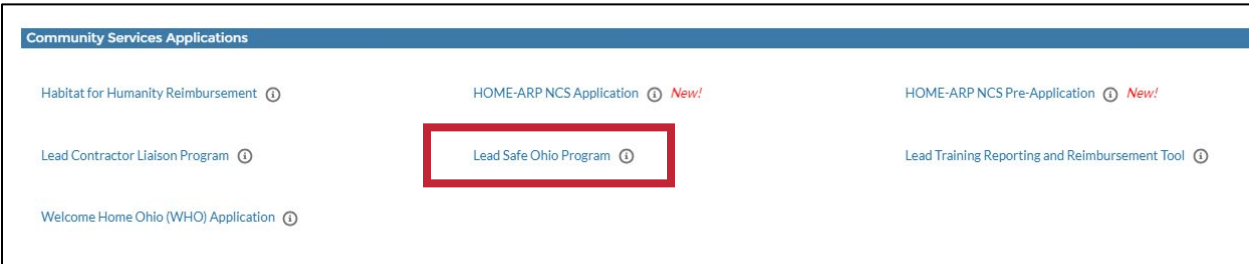
Ohio Department of Development
Community Services Division
Office of Community Enhancements

Navigate to the portal at <https://development.my.site.com/ODSA/s/> and log in. If this is your first time logging in, select *Not a member?* and complete all required fields to create your profile.



The screenshot shows the login page for the Ohio Department of Development. At the top left is the Ohio state logo with the word "Ohio" in a blue script font. To its right is the text "Department of Development" in a bold, blue, sans-serif font. Below the logo and text are two input fields: the first is labeled "Email" with a person icon, and the second is labeled "Password" with a lock icon. A red "Log in" button is positioned below these fields. Under the button are two links: "Forgot your password?" and "Not a member?". At the bottom, a red text block states: "These applications work best with Chrome or Firefox web browsers. Using Internet Explorer or Microsoft Edge may cause unexpected issues in displaying/utilizing applications."

Navigate to the *Lead Safe Ohio Program* link under *Community Services Applications*. This will be the same link you used to create your Lead Safe Ohio application.



The screenshot shows a menu titled "Community Services Applications" in a blue header bar. Below the header, there are several links arranged in a grid. The links are: "Habitat for Humanity Reimbursement", "HOME-ARP NCS Application" (marked with a red "New!" tag), "HOME-ARP NCS Pre-Application" (marked with a red "New!" tag), "Lead Contractor Liaison Program", "Lead Safe Ohio Program" (highlighted with a red rectangular box), "Lead Training Reporting and Reimbursement Tool", and "Welcome Home Ohio (WHO) Application". Each link has a small circular icon to its right.

Enter the Federal Tax ID number for your organization.

Welcome


* Federal Tax ID (e.g. xx-xxxxxxx)

xx-xxxxxxx

Search

* To start/view the Application, please enter your "Federal Tax ID" and click "Continue".

Click the *View/Edit* red eye icon to the right of your submitted application. If you do not see your application, email Amber Saulnier at amber.saulnier@development.ohio.gov.

| Application List | | | | |
|---|------------|--------------|--------------------|---|
| Project Type | Created On | Created By | Application Status | View/Edit |
| Lead Safe Ohio | 02-09-2024 | Amber McTest | Approved |  |
| <div>✕ Cancel + New Application</div> | | | | |

NOTE: You can only edit addresses and contracts for approved applications.

The Lead Safe Ohio application will open in the *Applicant Organization Tab*. Above the *Applicant Organization Tab* are the three reporting tools: *Addresses*, *Contracts*, and *Reimbursement & Reporting*. Selecting a tool will open it in a new browser tab.

Addresses Contracts Reimbursement & Reporting

APPLICANT INFO BUDGET CAPACITY SUBMIT & PRINT

Applicant Organization Tab

Address Set-Up Tool

Click on *Addresses* to open your addresses list, then select *View/Edit* for existing addresses, or click on *New Address* to enter a new address.

Lead Safe Ohio Project Addresses

Lead Safe Ohio Project Addresses New Address

| NAME | ADDRESS | CITY | COUNTY | ZIP CODE | ACTIONS |
|---|---------|------|--------|----------|---------|
| There are no addresses to show. Please click "New Address" button to create a new address | | | | | |

[← Back](#)

Project Address Tab

Enter all applicable information for each address. Some fields will change depending on the answer provided. You must complete every field with a red asterisk.

NOTE: If the answer to “Built prior to 1978?” is “No” then the project is not eligible.

PROJECT ADDRESS LEAD ABATEMENT REPORTING REPORTING MEASURES

* Project Type
choose one...
choose one...
Residential
Congregate Care Shelters
Childcare Facilities

* Select from Options
choose one...

* City

* State (Please try to use two letter state abbreviations)

* Zip Code

* County
choose one...

* Built prior to 1978?
choose one...

* Is this address under contract?
choose one...

[Add New Address Document](#)

[← Previous](#) [↶ Return](#) [Save](#) [Next →](#)

If choosing *Residential Project Type*, specify if the property is owner or renter occupied and if it is single-family or multifamily. Multiple units within the multifamily structure can be reported as one *Project Address*. Specifics for individual units will be reported in the *Reporting Measures* tab.

The screenshot shows a form with several dropdown menus. The 'Project Type' dropdown is set to 'Residential'. The 'Occupancy Type' dropdown is set to 'choose one...'. The 'Property Type' dropdown is open, showing options: 'choose one...', 'Single Family', 'Multi Family', and 'City'. The 'Address' dropdown is also set to 'choose one...'. There are red asterisks next to the labels for Project Type, Occupancy Type, Property Type, and Address, indicating they are required fields.

If you already have a contract in place and started, you can click *Select Contract/Edit Contract* or *Add New Contract* to link to the specific Project Address. The total amount under contract for the property is calculated based on the contract information.

The screenshot shows a form with a dropdown menu for 'Is this address under contract?' set to 'Yes'. Below this is a table with the following columns: CONTRACTOR NAME, UEIN, CONTRACT DATE, CONTRACT AMOUNT FOR THIS PROJECT SITE, and ACTIONS. The table is empty, and a message states: 'There are no Contracts to show. Please click "New Contract" and add Contracts'. Below the table are two buttons: 'Select Contract/ Edit Contract' and 'Add New Contract'. At the bottom, there is a field for 'Total Amount Under Contract'.

Once you have filled out all the applicable fields, *Save* and click the *Next* button.

Lead Abatement Reporting Tab

All fields with a red asterisk are required in order to submit the address for review.

NOTE: *Project Phase* cannot be marked 'Completed' without a Lead Clearance Report being uploaded.

Other Interior measures include replacement of interior doors presumed to have lead paint, interior trim components with chipping and peeling paint, replacement of floor coverings where dust hazards may be present (including dust hazards), and more.

Once you have filled out all the fields, *Save* and click the *Next* button.



PROJECT ADDRESS

LEAD ABATEMENT REPORTING

REPORTING MEASURES

Lead Abatement Reporting

* Project Phase

choose one...

Add New Measure Document

* Number of windows replaced

* Number of doors replaced

* Other Interior measures

choose one...

* Siding & Exterior Improvements

choose one...

* Cleaning Only

choose one...

* Connected Activities

choose one...

Reporting Measures Tab

The *Reporting Measures* tab will only populate after you save the *Project Address* tab. Provide demographic information for the residents of the property. If *Multi Family* property type was selected in the *Project Address* tab, multiple household sections will be displayed.

PROJECT ADDRESS

LEAD ABATEMENT REPORTING

REPORTING MEASURES

Household Information

* Number of people living in house

* Number of bedrooms

* Head of Household Type

choose one...

* Hispanic Ethnicity?

choose one...

Race ⓘ

Available

American Indian or Alask...

Asian

Black or African American

Native Hawaiian/Other P...

White

Selected

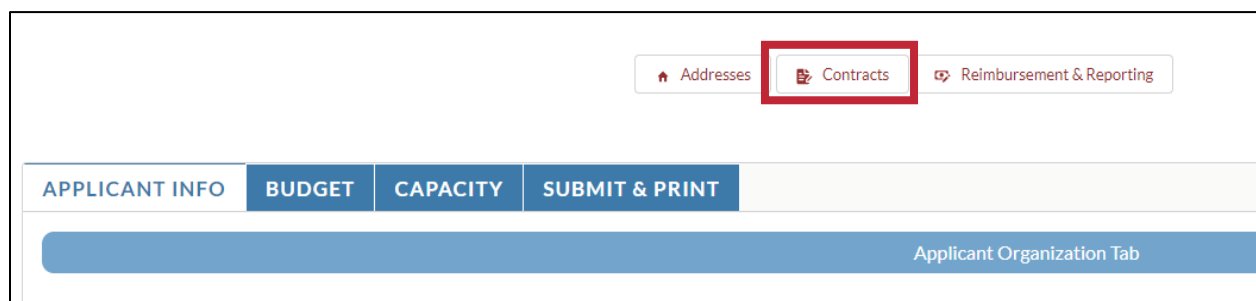
* Does the household have an income below 80% of the area median income?

choose one...

Be sure to Save each screen and then click the *Return* button to go back to the address overview screen. You may return to the Project Addresses section throughout the grant period and provide more information as the project progresses.

Contracts Set-Up Tool

When you return to the original Approved Application you should see this page. Click on *Contracts*.



The screenshot shows a web interface for the Contracts Set-Up Tool. At the top, there is a navigation bar with three buttons: 'Addresses' (with a house icon), 'Contracts' (with a document icon and highlighted by a red box), and 'Reimbursement & Reporting' (with a bar chart icon). Below the navigation bar is a horizontal tabbed interface with four tabs: 'APPLICANT INFO', 'BUDGET', 'CAPACITY', and 'SUBMIT & PRINT'. The 'APPLICANT INFO' tab is currently selected. At the bottom of the interface, there is a blue bar with the text 'Applicant Organization Tab'.

Click *New Contract* in the top right corner.




The screenshot shows a web interface for the Contracts Set-Up Tool. In the top right corner, there is a button labeled 'New Contract' (highlighted with a red box). Below this is a table with three columns: 'CONTRACTOR NAME', 'COMPANY NAME', and 'ACTIONS'. The 'ACTIONS' column contains a button labeled 'VIEW/EDIT'.

| CONTRACTOR NAME | COMPANY NAME | ACTIONS |
|-----------------|--------------|-----------|
| | | VIEW/EDIT |

Contract Set-Up Tab

Select the *Contract Type* from the drop-down list and provide information for all required fields. Only one contractor can be listed per contract. A copy of the contract is required, as well as any documentation about Change Orders.

Lead Safe Ohio Contracts



- All fields are required to "Save" Contract.
- After completing each section, please click "Save" and click "Next" to continue with the application.

CONTRACT SET-UP

CONTRACT MONITORING

* Contract Type
Construction Contract

* Contract Date

* Total Contract Amount

Document Upload (Please include Contract, Change Orders, and any other supporting documents you may have at this time):

Upload Files Or drop files

No documents uploaded

Contractor Information

* Contractor Name

* Company Name

Contract Monitoring Tab

Similar to the *Addresses Set-Up* tool, you can either *Select Address/Edit Address* for a previously created address or *Add New Address*.

CONTRACT SET-UP

CONTRACT MONITORING

| PROJECT ADDRESS | PROJECT PHASE | CONTRACT AMOUNT | PROJECT TOTAL AMOUNT | ACTIONS |
|---|---------------|----------------------------|----------------------|---------|
| There are no Addresses to show. Please click "New Address" and add Addressess | | | | |
| <div>Select Address/ Edit Address</div> | | <div>Add New Address</div> | | |
| EXPENSE CATEGORY | | CONTRACT AMOUNT | | |
| Total Contract Amount | | \$300,000.00 | | |

8

If you click the *Select Address/Edit Address* button, you will see a list of *Project Addresses* you have already created. Input the *Contract Amount* for a project site and click *Select Address/Save Address*. Once saved, click *Close*.

Address List

Project Address

| Project Address | Project Phase | Contract Amount | Project Total Amount | Actions |
|-----------------|---------------|-----------------|----------------------|------------------------------|
| 77 S High St | In Progress | \$30,000.00 | | Select Address/ Save Address |
| 55 Front St | In Progress | | | Select Address/ Save Address |

✕ Close

The address is now tied to the contract and the amount is automatically calculated in the *Project Sites Identified* field.

CONTRACT SET-UP

CONTRACT MONITORING

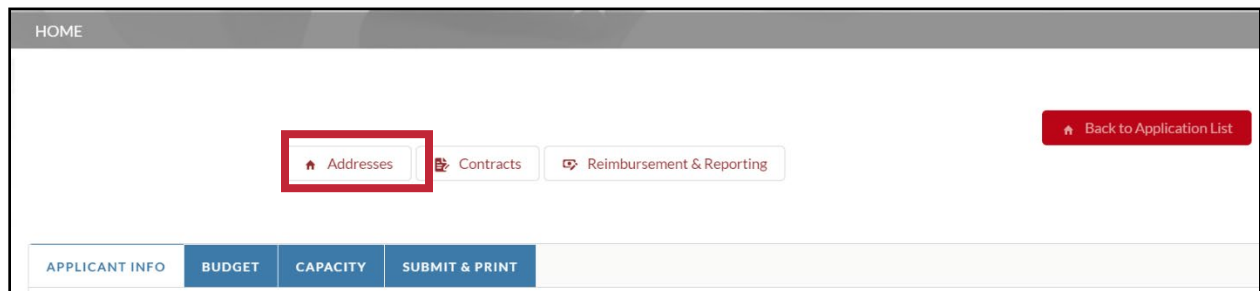
| PROJECT ADDRESS | PROJECT PHASE | CONTRACT AMOUNT | PROJECT TOTAL AMOUNT | ACTIONS |
|--|---------------|-----------------|----------------------|----------------|
| 77 S High St | In Progress | \$30,000.00 | \$30,000.00 | Remove Address |
| Select Address/ Edit Address Add New Address | | | | |
| EXPENSE CATEGORY | | CONTRACT AMOUNT | | |
| Total Contract Amount | | \$300,000.00 | | |
| Project Sites Identified | | \$30,000.00 | | |

Enter the remaining contract information and save the contract. You can return to the list of contracts by selecting *Return*.

Working Between Tools

In the previous section, you added an address to the contract. You can now return to the Address page and see what happened:

Navigate to the *Application Information* window and select the *Addresses* button.



The screenshot shows the 'HOME' header and a navigation bar with three buttons: 'Addresses' (highlighted with a red box), 'Contracts', and 'Reimbursement & Reporting'. A red button labeled 'Back to Application List' is in the top right. Below the navigation bar is a tabbed interface with four tabs: 'APPLICANT INFO', 'BUDGET', 'CAPACITY', and 'SUBMIT & PRINT'.

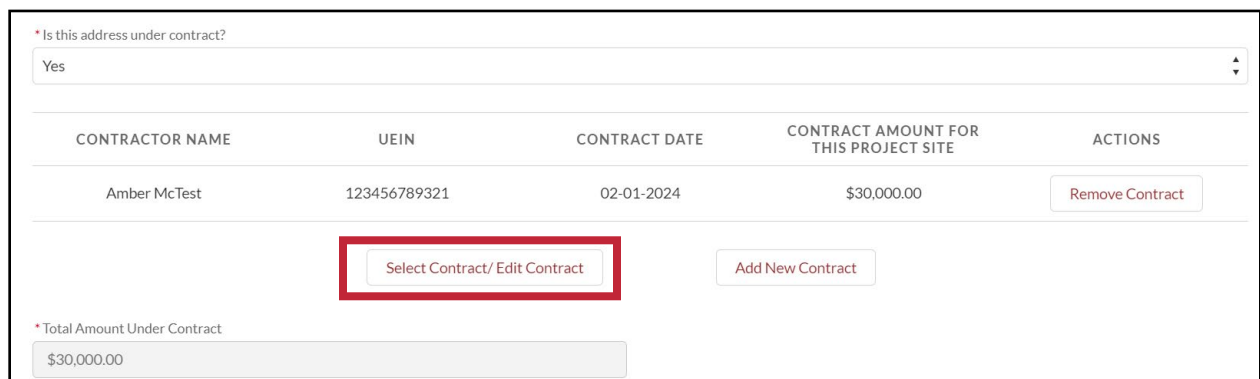
Select *VIEW/EDIT* for the address added to the contract.



The screenshot shows the 'Lead Safe Ohio Project Addresses' page. It has a title bar, a sub-header 'Lead Safe Ohio Project Addresses' with a 'New Address' button, and a table with columns: NAME, ADDRESS, CITY, COUNTY, ZIP CODE, and ACTIONS. The table contains two rows of addresses. The 'VIEW/EDIT' button for the first row is highlighted with a red box. A 'Back' button is at the bottom.

| NAME | ADDRESS | CITY | COUNTY | ZIP CODE | ACTIONS |
|------------|--------------|----------|----------|----------|-----------|
| PA-0000070 | 77 S High St | Columbus | Franklin | 43215 | VIEW/EDIT |
| PA-0000072 | 55 Front St | Columbus | Franklin | 43213 | VIEW/EDIT |

The address shows as under contract for the amount defined. If the *CONTRACT AMOUNT FOR THIS PROJECT SITE* needs to be updated, click *Select Contract/Edit Contract*.



The screenshot shows a form titled '* Is this address under contract?' with a dropdown menu set to 'Yes'. Below is a table with columns: CONTRACTOR NAME, UEIN, CONTRACT DATE, CONTRACT AMOUNT FOR THIS PROJECT SITE, and ACTIONS. The table contains one row for 'Amber McTest'. The 'Select Contract/ Edit Contract' button is highlighted with a red box. A 'Total Amount Under Contract' section at the bottom shows '\$30,000.00'.

| CONTRACTOR NAME | UEIN | CONTRACT DATE | CONTRACT AMOUNT FOR THIS PROJECT SITE | ACTIONS |
|-----------------|--------------|---------------|---------------------------------------|-----------------|
| Amber McTest | 123456789321 | 02-01-2024 | \$30,000.00 | Remove Contract |

In the new window, make the edit to the *Contract Amount for this Project Site* and click *Select Contract/Save Contract*. Once saved, click *Close*.

Success
Contract Added

Contract List

Contracts

| Contractor Name | UEIN | Contract Date | Contract Amount for this Project Site | Actions |
|-----------------|--------------|---------------|---------------------------------------|--------------------------------|
| Amber McTest | 123456789321 | 2024-02-01 | \$35,000.00 | Select Contract/ Save Contract |

Close

The *Total Amount Under Contract* has been updated to reflect the edit made to the contract:

* Is this address under contract?
Yes

| CONTRACTOR NAME | UEIN | CONTRACT DATE | CONTRACT AMOUNT FOR THIS PROJECT SITE | ACTIONS |
|-----------------|--------------|---------------|---------------------------------------|-----------------|
| Amber McTest | 123456789321 | 02-01-2024 | \$35,000.00 | Remove Contract |

Select Contract/ Edit Contract Add New Contract

Total Amount Under Contract
\$35,000.00

On the contract page, the *CONTRACT AMOUNT* for the project site has also been updated:

Lead Safe Ohio Contracts

• All fields are required to "Save" Contract.
 • After completing each section, please click "Save" and click "Next" to continue with the application.

CONTRACT SET-UP **CONTRACT MONITORING**

| PROJECT ADDRESS | PROJECT PHASE | CONTRACT AMOUNT | PROJECT TOTAL AMOUNT | ACTIONS |
|-----------------|---------------|-----------------|----------------------|----------------|
| 77 S High St | In Progress | \$35,000.00 | \$35,000.00 | Remove Address |

Select Address/ Edit Address Add New Address