

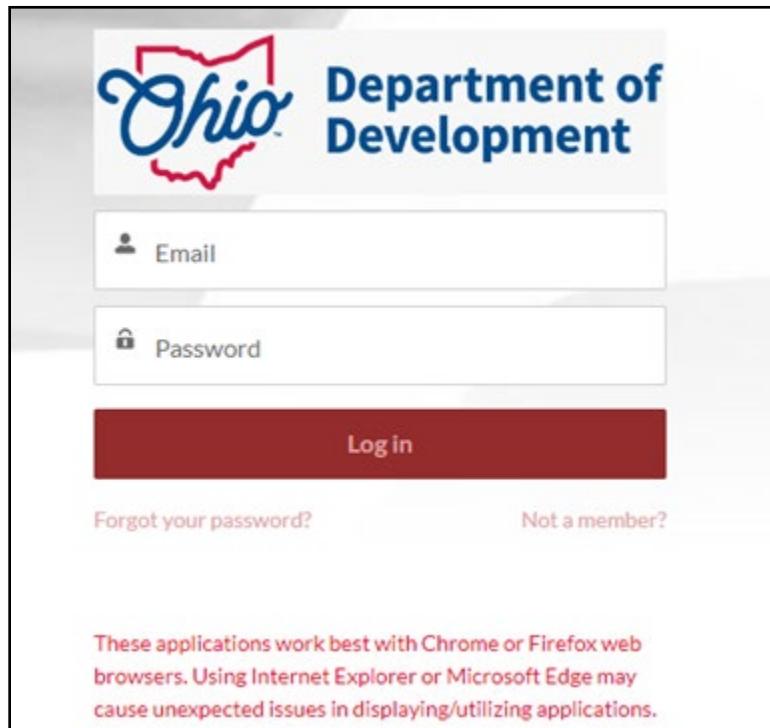


**Department of
Development**

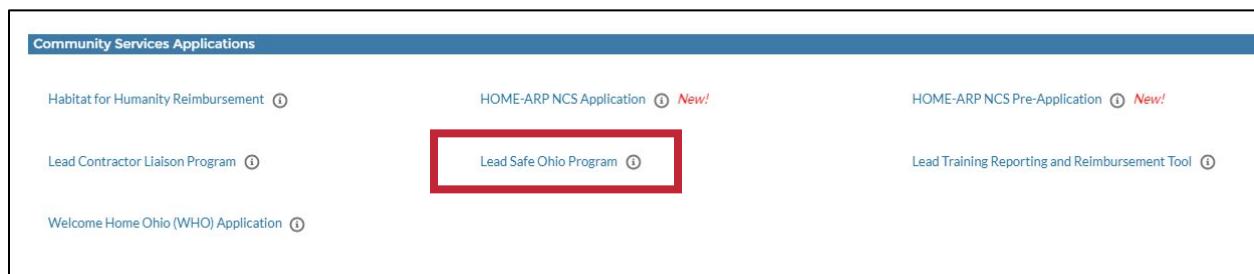
**Lead Safe Ohio
Address and Contract Setup
2024 Instruction Manual**

Ohio Department of Development
Community Services Division
Office of Community Enhancements

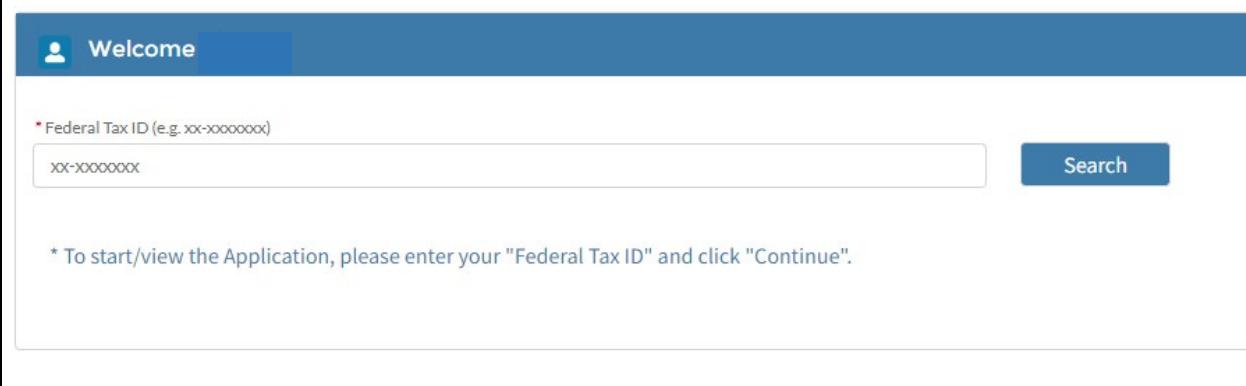
Navigate to the portal at <https://development.my.site.com/ODSA/s/> and log in. If this is your first time logging in, select *Not a member?* and complete all required fields to create your profile.



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.

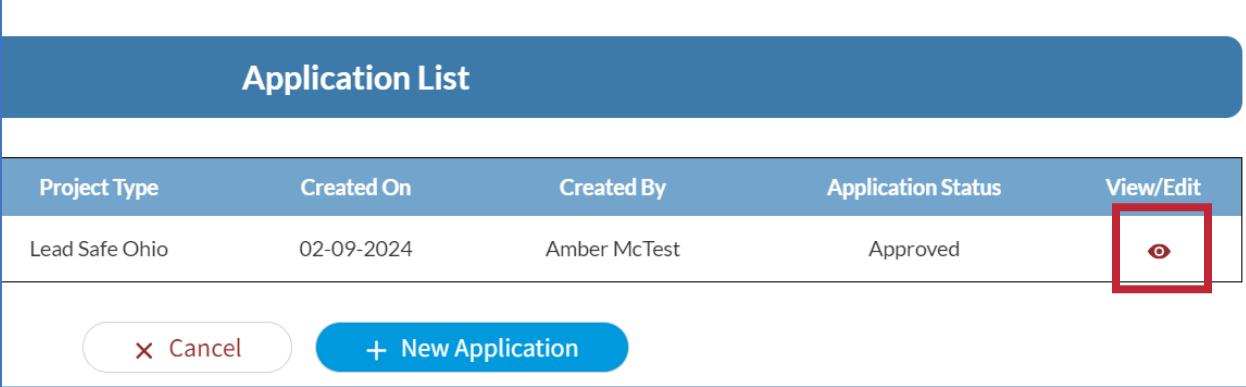


Enter the Federal Tax ID number for your organization.



The screenshot shows a 'Welcome' page with a search bar. The search bar has a placeholder 'Federal Tax ID (e.g. xx-xxxxxxx)' and contains the text 'xx-xxxxxxx'. To the right of the search bar is a blue 'Search' button. Below the search bar is a note: '* 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.

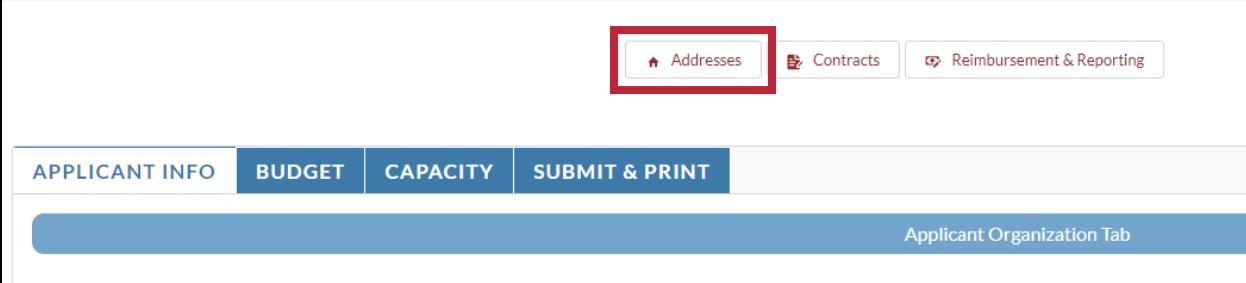


The screenshot shows an 'Application List' page with a table. The columns are: Project Type, Created On, Created By, Application Status, and View/Edit. The first row shows 'Lead Safe Ohio' as the Project Type, '02-09-2024' as the Created On date, 'Amber McTest' as the Created By, 'Approved' as the Application Status, and a red eye icon in the View/Edit column. Below the table are 'Cancel' and 'New Application' buttons.

| Project Type | Created On | Created By | Application Status | View/Edit |
|----------------|------------|--------------|--------------------|---|
| Lead Safe Ohio | 02-09-2024 | Amber McTest | Approved |  |

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.



The screenshot shows the 'Applicant Organization Tab' with three reporting tools at the top: 'Addresses' (highlighted with a red box), 'Contracts', and 'Reimbursement & Reporting'. Below the tools is a navigation bar with tabs: 'APPLICANT INFO', 'BUDGET', 'CAPACITY', and 'SUBMIT & PRINT'. A blue bar at the bottom of the page also says '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

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

[← Back](#)

[New Address](#)

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
[empty input field]

* State (Please try to use two letter state abbreviations)
[empty input field]

* Zip Code
[empty input field]

* County
choose one...
choose one...

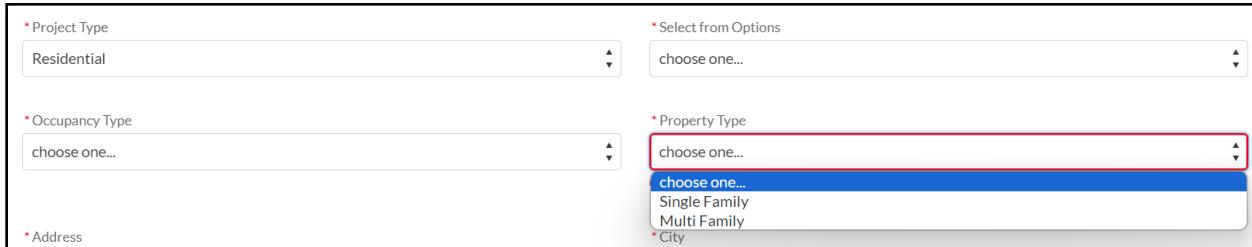
* Built prior to 1978?
choose one...
choose one...

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



* Project Type
Residential

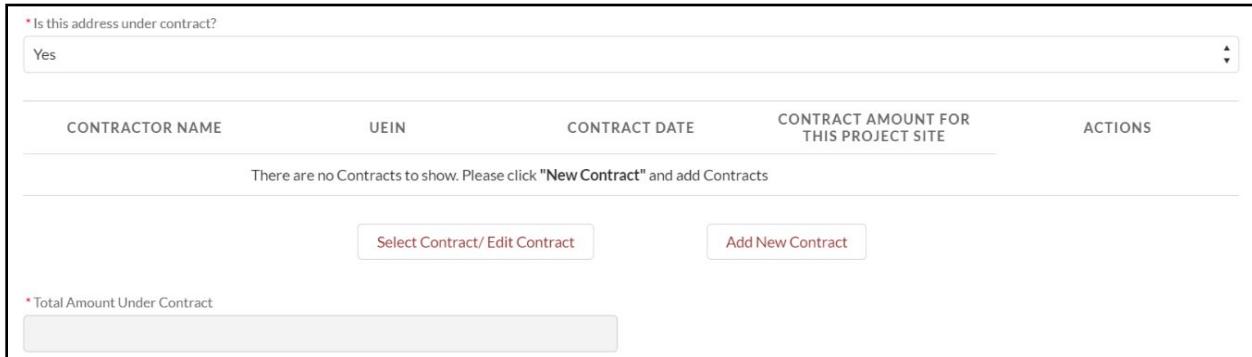
* Occupancy Type
choose one...

* Address

* Select from Options
choose one...

* Property Type
choose one...
choose one...
Single Family
Multi Family
* City

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.



* Is this address under contract?
Yes

| CONTRACTOR NAME | UEIN | CONTRACT DATE | CONTRACT AMOUNT FOR THIS PROJECT SITE | ACTIONS |
|---|------|---------------|---------------------------------------|---------|
| There are no Contracts to show. Please click "New Contract" and add Contracts | | | | |

Select Contract/Edit Contract Add New Contract

* 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

Add New Measure Document

| | |
|--|--|
| <p>* Number of windows replaced <input type="text"/></p> <p>* Other Interior measures <input type="text"/></p> <p>* Siding & Exterior Improvements <input type="text"/></p> <p>* Connected Activities <input type="text"/></p> | <p>* Number of doors replaced <input type="text"/></p> <p>* Cleaning Only <input type="text"/></p> |
|--|--|

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

* Hispanic Ethnicity?

* Head of Household Type

Race (1)
Available
Selected

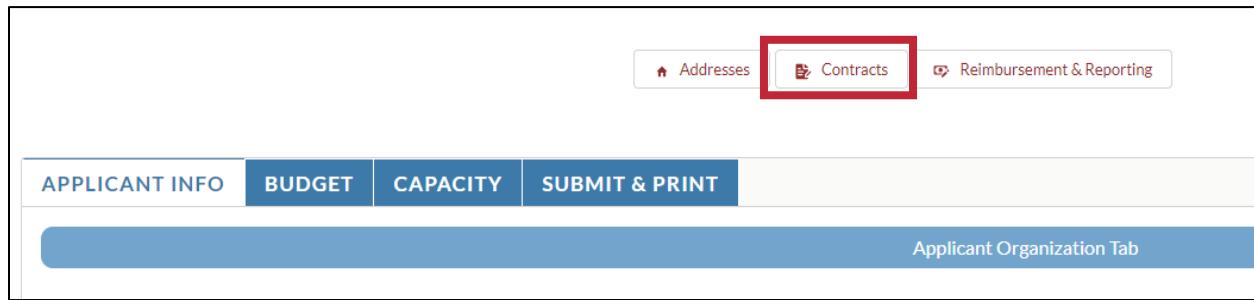
| | |
|---|--|
| <p>American Indian or Alaskan Native</p> <p>Asian</p> <p>Black or African American</p> <p>Native Hawaiian/Other Pacific Islander</p> <p>White</p> | |
|---|--|

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

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 software interface for managing contracts. At the top, there are three tabs: 'Addresses' (with a house icon), 'Contracts' (with a document icon, which is highlighted with a red box), and 'Reimbursement & Reporting' (with a gear icon). Below the tabs, there are four buttons: 'APPLICANT INFO' (blue), 'BUDGET' (dark blue), 'CAPACITY' (light blue), and 'SUBMIT & PRINT' (dark blue). A large blue bar at the bottom is labeled 'Applicant Organization Tab'. The overall background is white with a light gray header bar.

Click *New Contract* in the top right corner.



The screenshot shows a list of contracts. At the top right of the list area, there is a button labeled 'New Contract' with a red box around it. The list has three columns: 'CONTRACTOR NAME', 'COMPANY NAME', and 'ACTIONS'. In the 'ACTIONS' column for the first row, there is a button labeled 'VIEW/EDIT' with a red box around it. The background is white with a light gray header bar.

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):
"No documents uploaded"
 Or drop files

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 Addresses | | | | |
| <input type="button" value="Select Address/ Edit Address"/> | | <input type="button" value="Add New Address"/> | | |
| EXPENSE CATEGORY | CONTRACT AMOUNT | | | |
| Total Contract Amount | \$300,000.00 | | | |

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 |

[x 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 | |
| | | | 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:

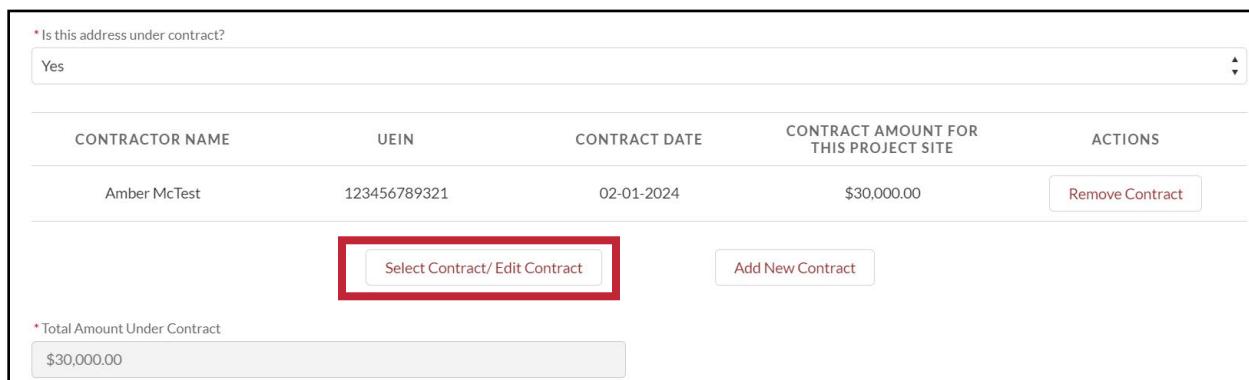
Navigate to the *Application Information* window and select the *Addresses* button.



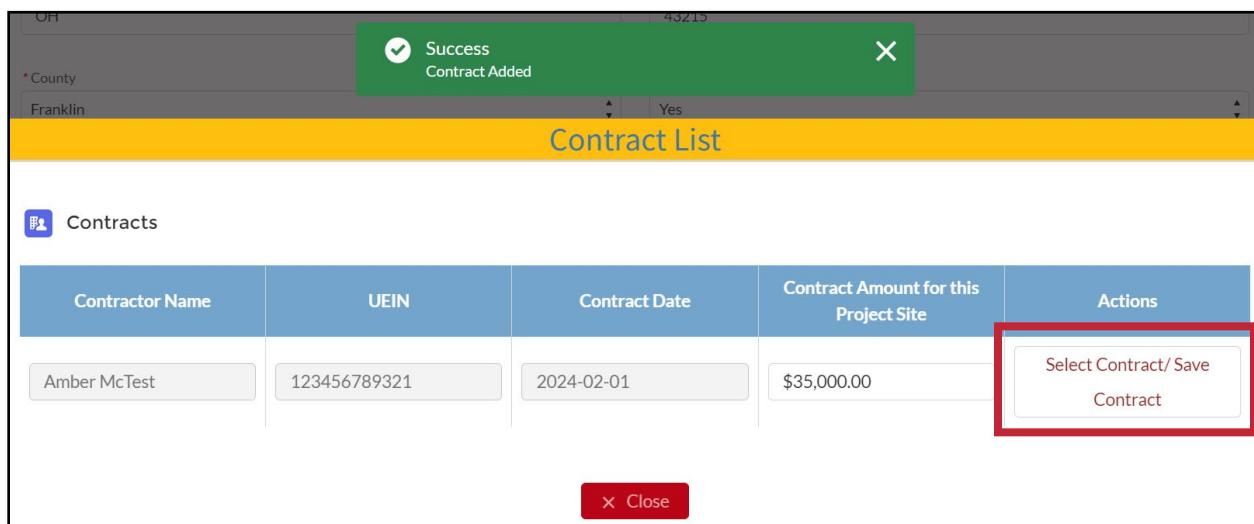
Select *VIEW/EDIT* for the address added to the contract.



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*.



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*.



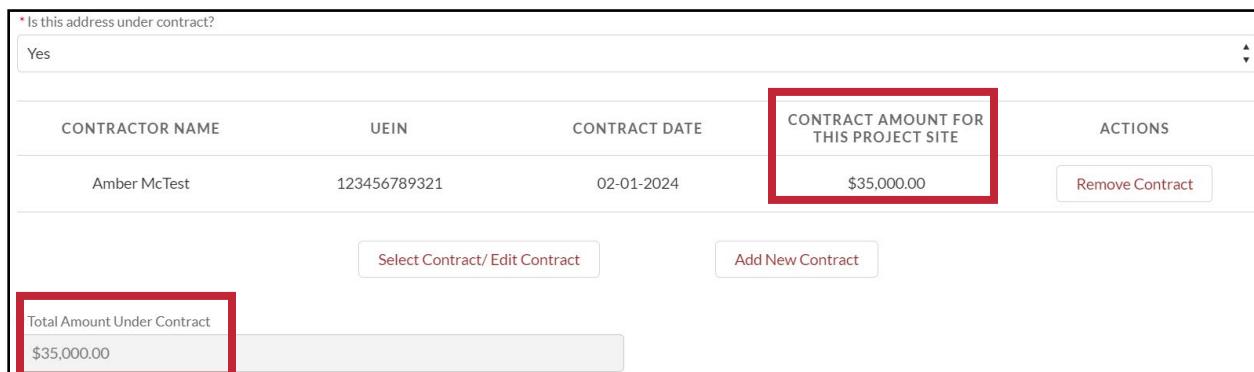
Contract List

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:



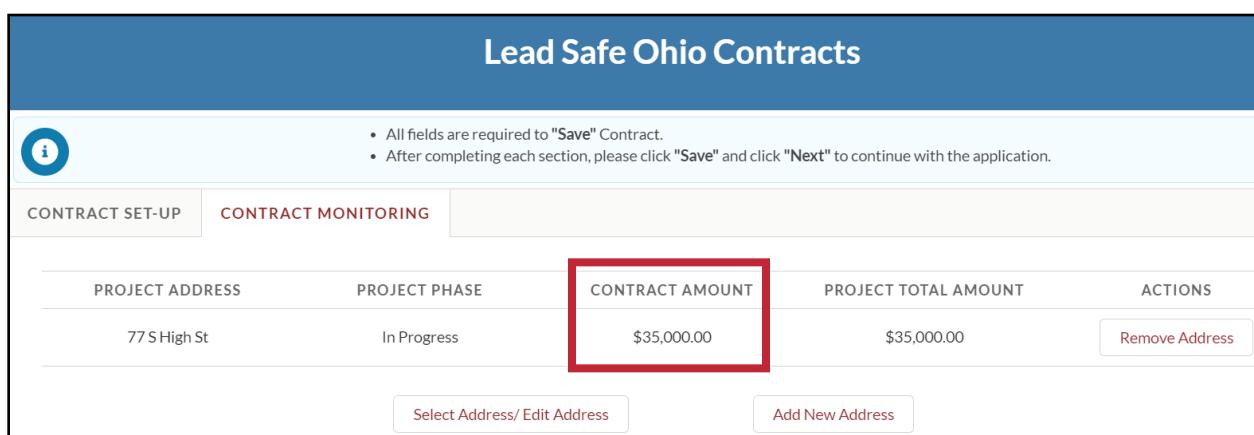
* Is this address under contract?
Yes

| 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

CONTRACT SET-UP **CONTRACT MONITORING**

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

| 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](#)