



# **Lead Safe Ohio Program**

## **Application Instructions**

**Effective July 2023**

Ohio Department of Development  
Office of Community Development



**Department of  
Development**

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## Introduction

On Jan. 6, 2023, Governor Mike DeWine signed House Bill 45 into law, providing \$150 million in American Rescue Plan Act funding for lead poisoning prevention and mitigation. The Ohio Department of Development's (Development) Office of Community Development (OCD) has allocated \$95 million to the Lead Safe Ohio Program with the goal of promoting primary prevention and reducing immediate and presumed lead hazards in residential properties, congregate care settings, and childcare facilities built before 1978. The Lead Safe Ohio program will achieve this goal by funding lead safe renovation, lead abatement, and supportive measures in all 88 Ohio counties.

## Application and Grant Timing

### Application

Application Live Date:	Wednesday, August 23, 2023
Application Due Date:	Wednesday, September 13, 2023
Grant Award:	December 1, 2023

### Program Grant Period

Grant Start Date:	December 1, 2023
Obligation Milestone 1:	March 31, 2024
Obligation Milestone 2:	May 31, 2024
Reallocation Analysis:	June 2024
Claw back for Reallocation:	July 2024
Reallocation Distribution:	August 2024
Final Obligation Date:	November 2024
Work Completion Date:	February 28, 2026
Draw Deadline:	March 31, 2026
Grant End Date:	April 30, 2026 (Final Performance Report Due)

## Funding Source

The Lead Safe Ohio program is funded by the American Rescue Plan Act (ARPA) through the State and Local Fiscal Recovery Fund (SLFRF). The Catalog of Federal Domestic Assistance (CFDA) number for the funding is 21.027. The United States Department of the Treasury requires all recipients be registered with <https://sam.gov> and obtain a unique entity ID (UEI), including all applicants, administrators, and contractors.

## Authorized Applicants and Administrators

### Allocations

County	Allocation
Adams	\$ 200,000
Allen	\$ 1,008,000
Ashland	\$ 545,000
Ashtabula	\$ 900,000
Athens	\$ 952,000
Auglaize	\$ 457,000
Belmont	\$ 1,227,000
Brown	\$ 295,000
Butler	\$ 2,075,000
Carroll	\$ 505,000
Champaign	\$ 357,000
Clark	\$ 1,274,000
Clermont	\$ 930,000
Clinton	\$ 228,000
Columbiana	\$ 897,000
Coshocton	\$ 306,000
Crawford	\$ 870,000
Cuyahoga**	\$ 13,525,000
Darke	\$ 642,000
Defiance	\$ 305,000
Delaware	\$ 511,000
Erie	\$ 510,000
Fairfield	\$ 783,000
Fayette	\$ 200,000
Franklin*	\$ 7,203,000
Fulton	\$ 200,000
Gallia	\$ 316,000
Geauga	\$ 512,000
Greene	\$ 1,374,000
Guernsey	\$ 390,000
Hamilton*	\$ 7,316,000
Hancock	\$ 655,000
Hardin	\$ 206,000
Harrison	\$ 586,000
Henry	\$ 507,000
Highland	\$ 200,000
Hocking	\$ 307,000
Holmes	\$ 253,000
Huron	\$ 450,000
Jackson	\$ 205,000
Jefferson	\$ 1,323,000
Knox	\$ 429,000
Lake	\$ 1,303,000
Lawrence	\$ 323,000

County	Allocation
Licking	\$ 1,052,000
Logan	\$ 404,000
Lorain	\$ 1,892,000
Lucas**	\$ 4,529,000
Madison	\$ 218,000
Mahoning	\$ 2,736,000
Marion	\$ 448,000
Medina	\$ 802,000
Meigs	\$ 230,000
Mercer	\$ 362,000
Miami	\$ 710,000
Monroe	\$ 328,000
Montgomery*	\$ 4,750,000
Morgan	\$ 645,000
Morrow	\$ 386,000
Muskingum	\$ 724,000
Noble	\$ 311,000
Ottawa	\$ 359,000
Paulding	\$ 200,000
Perry	\$ 402,000
Pickaway	\$ 260,000
Pike	\$ 200,000
Portage	\$ 975,000
Preble	\$ 690,000
Putnam	\$ 202,000
Richland	\$ 1,358,000
Ross	\$ 441,000
Sandusky	\$ 349,000
Scioto	\$ 644,000
Seneca	\$ 586,000
Shelby	\$ 382,000
Stark	\$ 2,923,000
Summit*	\$ 3,991,000
Trumbull	\$ 1,837,000
Tuscarawas	\$ 788,000
Union	\$ 289,000
Van Wert	\$ 455,000
Vinton	\$ 200,000
Warren	\$ 976,000
Washington	\$ 536,000
Wayne	\$ 766,000
Williams	\$ 244,000
Wood	\$ 660,000
Wyandot	\$ 200,000
<b>Total</b>	<b>\$ 95,000,000</b>

\*City included but eligible to apply separately for amount listed below.

\*\*Allocations increased to allow the Cities of Cleveland, Cleveland Heights, and Toledo with local lead ordinances additional funding.

These amounts are part of the County amount and must be reduced from the County’s application request if the city is applying separately.

<b>*Cities included in the County Amount but eligible to apply separately</b>	<b>Allocation</b>
Akron	\$ 1,847,000
Cincinnati	\$ 3,443,000
Cleveland	\$ 4,942,000
Cleveland Heights	\$ 526,000
Columbus	\$ 5,356,000
Dayton	\$ 1,573,000
Toledo	\$ 3,446,000

### **Applicants and Administrators**

Allocations have been made to each of the 88 counties in Ohio. Several cities are eligible applicants as part of the county allocation. Each jurisdiction with an allocation shall only submit one application. There are multiple options for applications. Eligible jurisdiction may:

1. Apply as the applicant and administer within its organization.
2. Apply as the applicant and procure administrative agency(ies) to carry out portions of the grant.
3. Appoint an agency to apply on the jurisdiction’s behalf.

In option #1 and #2, the jurisdiction remains the responsible party and shall not subgrant any of the funds. In option #3, the appointed agency shall be the responsible party; Development will contract directly with the agency.

If any agency (i.e., a Community Action Agency) has been appointed by multiple eligible jurisdictions to apply on their behalf, the agency may submit only one application which includes all the eligible jurisdictions. However, Development will not issue a grant agreement (contract) over \$10 million. If an agency is applying on the jurisdiction’s behalf, they must upload a copy of a designation letter from the jurisdiction.

### **Procurement**

Applicants shall use their own procurement procedures which adhere to applicable state and local laws and regulations, provided that the procurement conforms to applicable federal law and the standards identified at 2 CFR 200. General information on federal procurement requirements can be found [here](#). Furthermore, all procurement must be in compliance with [OCD Program Policy 21-03: Procurement Requirements for Federally Funded OCD Programs](#).

### **Financial Management**

Audit(s) of this grant must be conducted in accordance with, 2 CFR 200 and [OCD Program Policy 20-01: Grant Operations and Financial Management Policy and Procedures](#).

### **Activities**

See the Lead Safe Ohio Program Policy and Procedure manual for more information on each activity.

## Lead Safe Ohio Program Application: Applicant Information

The application will be completed in Development's Lead Safe Ohio program portal. Prior to gaining access to the portal, applicants must complete [this user agreement](#). Even if the applicant currently has OCEAN access, this must be completed. It will be specific to Lead Safe Ohio. Please enter "Lead Safe Ohio Program" in the Organization Number.

In the application, you must click *Save* at the bottom of each page before you can move onto next page.

### Applicant Info

- Applicant's information will be automatically populated from the State of Ohio system, including address, phone number employer identification number, and unique entity identifier.
- Applicant shall provide the following contacts. This will be applicant contacts; the agency contracting directly with Development.
  - Primary Applicant Contact
  - Authorized Official (CEO)
  - Primary Fiscal Contact
- Applicant's date registered with the System for Award Management (SAM). The SAM (formerly the Central Contractor Registration) can be accessed in the [SAM.gov](#) or at this [link](#). Upload documentation from SAM.gov and proof of registration must be uploaded to the portal.
- Applicant Type: dropdown box (Local Government, Nonprofit Community Services Organization, Nonprofit, For-Profit, Other) only one can be selected. If *Other* is selected, an explanation must be provided.
- Administrative Point of Contact for Lead Safe Ohio Program. This includes consultants, project administrators, grant writers, and other important administrative points of contact. Please include name, phone, email and type of contact for each party.
- Select any county to be served by the program applicant using the multi-select tool.

## Lead Safe Ohio Program Application: Budget

### Administration

The program budget requires the applicant to identify and budget administrative costs. Costs necessary to manage the program, but which cannot be reasonably tracked to the delivery of a specific service to a specific dwelling or facility, are considered administrative costs. Administrative costs relate to general program management, coordination, monitoring, evaluation, and oversight activities. Total administrative costs cannot exceed 10% of the dollar amount of the total program request. Administration is an eligible budget category for all activities. Costs associated with walk away units or incurred in cases where an outcome is not met must be charged to administration.

### Program Delivery Costs

Eligible program delivery costs shall be charged on fee-for-service toward each project outcome house/facility. Fees for each service shall be established by procurement or a staff allocation plan documented for audit review. Examples of costs for program delivery are, but not limited to:

- Client Intake and Case Management: Creating and managing specific case files/databases of projects under contract. Counseling of the clients assisted through a program activity.
- Coordination and/or completion of necessary inspections:
  - Initial project inspection.
  - Lead Based Paint (LBP) inspections.
  - LBP risk assessments.
  - Clearance testing.
- Specification preparation: Preparing specifications/work write ups.
- Procurement: Managing the contractor procurement process.
- Project monitoring: Monitoring and managing the construction process and the private contractors.
- Relocation coordination: Coordination of the relocation of households during the construction process.
- Relocation: The actual costs of the relocation of household.

These fees combined with the construction costs will be reported as the costs per project and tracked by address and are to be considered when determining if the project is under the program limit.

### Application Budget

In the table, enter activities projected to be completed with the allocation. Total activities should not exceed the total allocation for the applicant’s jurisdiction(s). Numbers will be rounded to the nearest \$100.

Activities:	Amount	Projected Outcomes
1 Lead Safe Renovations (LSR)	\$	
2 Lead Abatement	\$	
3 Lead Cleaning Only	\$	
4 Equipment	\$	
Activity Subtotal	\$ Auto-calculated	Auto-calculated
Administration	\$	
Total	\$ Auto-calculated	

Breakdown above activities 1-4 in the below projects

Projected Projects	Estimated Amount	Projected Outcomes
<b>Residential Properties (1,2,3)</b>		
Owner Occupied	\$	
Renter Occupied	\$	
<b>Non-Residential Properties (1,2,3)</b>		
Childcare Facilities	\$	
Congregate Shelters	\$	
<b>Equipment(4)</b>		
XRF	\$	
HEPA-vac	\$	
Total	\$ Auto-calculate	Auto-calculate

Projected project outcomes must match Activities Subtotal.

## Lead Safe Ohio Application: Capacity

### *Administrative Staff*

- Provide a narrative detailing if the applicant has a current client intake and income eligibility process. If so, provide an overview of the process and what income eligibility criteria is used.
- Provide detail if the applicant has the administrative staff capacity to complete the grant, or if you will need to hire staff to complete the intake and administrative process.
- Provide intake staff contact information including name, company/agency, email, phone, and years the staff person has working with HUD's Part 5 income requirements.
- Experience of staff: provide a brief narrative of the experience of the administrator or staff member(s) responsible for completing the Lead Risk Assessments and Paint Inspections. Include in the narrative all applicable Ohio Department of Health and/or Environmental Protection Agency-approved lead licensure numbers where applicable.
- Describe the applicant's experience in administering a lead safe renovation or lead abatement grant in the past.

### *Field Staff*

Identifying adequately certified and licensed staff will substantiate the applicant is prepared to begin the activities with qualified and committed entities. An applicant's readiness to proceed must be documented by including all applicable documents identified below.

- A narrative shall be provided detailing the proper credentials of the Renovation, Repair, and Painting (RRP) Certified Rehabilitation Specialist, or the **lead risk assessor, lead specification writer, and the inspector** performing interim visits. The narrative should include a brief description of their experience in the specific role, and date of their last technical assistance specifically targeted to the lead discipline, if applicable.
- A copy of a recently completed lead based paint inspection/risk assessment report (PIRA) completed by the lead risk assessor must be uploaded.
- Contact information (name, company/agency, email, and phone), applicable licensure, as well as years of experience in the practice shall be provided for the below. This includes grantee staff, consultants, and/or third-party contractors. Please include name(s), company(ies), emails, phone numbers and appropriate attachments. More than one contact may be provided for each category.
  - **RRP certified person** responsible for completing specifications and interim visits for Lead Safe Renovations.
  - **Lead Clearance Technician.**
  - If lead abatement is included in the budget, the following will also be required.
    - **Lead Risk Assessor.**
    - **Lead Abatement Contractor** who will prepare the lead abatement specifications.
    - **Inspector conducting interim visits** for lead abatement activities (Lead Risk Assessor or Abatement Contractor License required).

### *Equipment*

If equipment is included in the application budget, the following information is required.

Applications may apply for equipment grant funds only for the following purposes:

- The acquisition of an X-Ray Fluorescence Analyzer (XRF), to be procured, maintained, and used on Lead Safe Ohio program projects.
- Re-sourcing of XRF analyzers already owned and maintained by the grantee and/or grantee's administrator.



- Acquisition of HEPA-vacuum and accessories to issue as a loaner for contractors who do not have access to the equipment.

Applicants must detail the following including manufacturer, model number and radioactive source type:

- Equipment: XRF or HEPA-vac
- Type: new equipment or re-source/repairs
- Manufacturer
- Estimated price
- Estimated date of purchase

For XRF Re-source/Repairs, the following information must be included:

- Owner and/or the responsible entity of the equipment.
- Serial number of equipment.
- Source type.
- Last date of re-sourcing.
- Provide details of the repairs.

For HEPA-vac re-source/repairs purchases, the following information must be included:

- Provide details of the repairs.

### *Contractors*

The following information must be included in the application:

- How many RRP-certified contractors are currently working in any program administered by the applicant?
- How many licensed lead abatement contractors are currently working in any program administered by the applicant?
- Provide detail on how OCD can assist the applicant in obtaining more contractors for program participation.

### *Timeline*

The following information must be included in the application:

- What date does the applicant anticipate bidding the first project(s)?
- Does the applicant currently have a pipeline of projects to be completed?
- Will the applicant collaborate these funds with other state and federal funds? If yes, provide details of other sources of funds.

## **Lead Safe Ohio Program Application: Review and Submit**

All required information must be completed in the application prior to submission. Click save to update application and clear all validations. A copy of the application can be printed from this page.