



# Neighborhoods

## Lead Safety Compliance Early Bird Matching Grant

### Program Guidelines

The Department of Neighborhoods has created this grant to help property owners become compliant with Toledo Municipal Code Chapter 1760 Residential Rental Properties and Lead Safety Compliance (“Lead Ordinance”). Early Bird Matching Grants are designed to incentivize owners to comply early in the ordinance’s 5-year phase-in to improve the health and well-being of tenants and avoid costly fines.

Funding for this grant is from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grants (CDBG). Owners who are qualified may receive up to 50% of certain costs to become compliant under the Lead Ordinance as a **reimbursable matching grant**, up to a maximum of \$5,000 per unit.

Funds are limited, so **grants are awarded to eligible applicants on a first-come, first-serve basis**. In the event funds are exhausted, the remaining applicants will be placed on a waitlist.

#### Property must...

- be compliant with TMC 1760 Lead Ordinance, meaning the unit has successfully passed a Local Lead Inspection, received a [Lead-Safe Certificate](#) (5 or 20 years) from the Toledo-Lucas County Health Department, and is actively registered with up to date information on the [Lucas County Auditor’s Rental Registry](#),
- in the case of rental properties:
  - be rented for rates not exceeding the HUD Fair Market Rate table below,

Toledo, OH, MSA 2021 FMR Monthly by Unit Bedrooms				
Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
\$535	\$613	\$793	\$1,077	\$1,179

- have tenants with annual income less than 80% Area Median Income according to the HUD table below, **or** be currently vacant with an agreement to rent to tenants with income less than 80% AMI,

Toledo, OH, MSA 2020 80% AMI Limits							
1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
\$40,250	\$46,000	\$51,750	\$57,500	\$62,100	\$66,700	\$71,300	\$75,900

- if a in multi-unit structure, at least half of the units must be rented to 80% AMI or below tenants.

## Applicant must...

- in the case of family childcare homes, the owner-occupant must have under 80% AMI,
- be the owner of record according to the [Lucas County Auditor's AREIS](#) database and able to provide proof of ownership in the case of title held by corporation, trustee, etc.,
- if grant is awarded,
  - complete a W-9 (for tax purposes; please consult with a certified accountant to understand your tax liabilities with this grant),
  - complete the City's Vendor Registration form (required to be issued a check),
  - sign a grant agreement with the City,
  - in the case of rental properties, agree to continue rental rates at or below the aforementioned Fair Market Rate and rent to tenants with annual income less than 80% AMI for the next year,
  - in the case of family childcare homes, agree to continue occupying the property for the next year.

## Available Funds

This program has \$1.6 million available initially, \$600,000 of which is set aside for three specific target neighborhoods (Junction/Englewood, East Toledo, Old South End). Applicants must show that they meet the eligibility requirements in order to receive a grant that will reimburse them for up to 50% of most compliance costs. A maximum match of \$5,000 per unit is available until all available funds are exhausted.

## Required Documentation

In addition to the 1-page application form, you will be required to submit:

1. Proof of payment of all costs for which you are seeking 50% reimbursement,
2. If a rental, a rent schedule or active lease agreement that shows the property is rented at or below HUD's Fair Market Rates (see table on page 1).
3. If occupied, include certification of tenant's (or owner's in the case of family childcare homes) annual income below 80% AMI (see table on page 1).

## FAQ

### What can be reimbursed?

50% of most costs incurred by the owner to become compliant with the Lead Ordinance are reimbursable under this grant, excluding taxes or fees. Proof of payment is required for reimbursement. Some examples of costs that can be reimbursed under this grant include:

- clearance exam performed by a licensed clearance technician, lead inspector, or lead risk assessor,
- painting materials,
- basic ground coverings such as mulch for bare soil around the dripline of a property,
- a lead risk assessment by a licensed lead risk assessor,
- work performed by a [licensed lead abatement contractor](#) to remediate lead in a property through abatement or interim controls,
- work performed by an [EPA-certified RRP contractor](#) to control potential lead hazards in a property.

Please note, **all lead hazard control work done must be performed utilizing HUD's Safe Work Practices.** If you are found in violation of any of these safe work practices, no grant will be awarded and additional fines/penalties may occur. Please review the Fact Sheet included with this document for information on what HUD requires for safe work practices.

We **cannot** reimburse an owner's own "sweat equity" hours or the \$25 fee for the Lead-Safe certificate. If you are unsure if a cost you have is covered, you may contact the [Lead Safe Coordinator](#) who is managing this grant.

### When does the work need to be done?

Any costs incurred in the year 2020 and after will be accepted under this grant until funds are exhausted.

### What if I have properties that need more lead hazard work or other repairs?

The Department of Neighborhoods has many resources available to owners who wish to make improvements on their properties, including other lead-based paint abatement grants. Please visit us online at <https://toledo.oh.gov/> or call us to discuss your specific situation and how we can help, 419-245-1400.

### Can I use this grant to match my owner contribution in the Lead Hazard Control grant?

No. These grants are separate and cannot be combined on the same unit.

## How will I know if I am awarded grant funds?

You will be contacted by the Lead Safe Coordinator after a review of your application. Match grants will be awarded on a first-come, first-serve basis, contingent on available funds.

## Who can do this work?

All lead hazard control work done must be performed utilizing HUD's Safe Work Practices. If you are found in violation of any of these safe work practices, no grant will be awarded and additional fines/penalties may occur. Please review the Fact Sheet included with this document for information on what HUD requires for safe work practices. We recommend you take photos before, during, and after any work for verification of safe work practices.

We recommend you hire only licensed lead abatement contractors, RRP-certified lead paint contractors, and lead inspectors that are **fully insured and bonded**. Please visit [www.ToledoLeadSafe.com](http://www.ToledoLeadSafe.com) for information on hiring local lead workers.

As a property owner, you must also follow housing code and any applicable laws when you perform renovation work on your property. You may be asked to submit copies of licenses, permits, photos, or other verification that work has been performed in a professional, workmanlike manner under this grant.

## Who pays the contractor?

This is a reimbursement grant. You will pay all costs upfront and apply for reimbursement. We will review the documents for eligibility, contact you regarding your award agreement or any issues with your application, and then reimburse you for 50% of approved work up to a maximum of \$5,000 per unit.

## What is the deadline on applications?

Applications are accepted on a rolling basis until grant funds are exhausted. Grants are awarded to eligible applicants on a first-come, first-serve basis. In the event that complete, eligible applications are received on the same business day and a tie-breaking decision must be made, properties will be prioritized based upon the timeline of census tracts of the 5-year ordinance phase-in (i.e. properties in census tracts with earlier compliance dates will take precedence over later compliance dates) and remaining applicants will be placed on a waitlist.

## What if my application has a mistake?

You will be contacted by the Department of Neighborhoods regarding any issues with your application and given an opportunity to resubmit. The first-come, first-serve award basis begins upon receipt of a completed, eligible application.

## How do I find my property's Parcel # or Rental Registry Information?

All properties in Lucas County have a parcel number. You can find this at the Auditor's AREIS website <http://icare.co.lucas.oh.us/lucascare/> and searching for your property. In the upper left you will find the 7-digit parcel ID.

Rental Registry information will be publicly available soon on AREIS.



## What if tenants do not want to submit their financial information?

Tenant agreement to participate is essential to the application. You can encourage tenants by detailing the improvements to lead-safety that this application may bring. Some rental owners incentivize tenant participation by passing along the savings from this grant in the form of a gift card.

Often tenants are unsure about providing specific household and financial information to an owner or a government program. You can let them know that this information is only used to ensure occupants meet with the income requirements. If tenants are uncomfortable providing the rental owner with their income information, this can be submitted (by them) directly to the Department of Neighborhoods.

## Who do I contact if I have additional questions?

Any additional questions should be directed to Stephanie Beebe, Lead Safe Coordinator for the Department of Neighborhoods, at 419-936-2605 or [Stephanie.Beebe@toledo.oh.gov](mailto:Stephanie.Beebe@toledo.oh.gov), or through the Contact form at [www.ToledoLeadSafe.com](http://www.ToledoLeadSafe.com).

## How to Apply

Applications are open now and will be reviewed until funds are exhausted. Remaining applicants will be placed upon a waitlist for future funding.

**Incomplete submissions will not be accepted.** We encourage you to submit your applications as soon as possible to qualify for an award.

Due to the coronavirus pandemic, our office is not open to the public. However, you may return your application by any one of these convenient methods.

Online: [www.ToledoLeadSafe.com/match](http://www.ToledoLeadSafe.com/match)

Fax: 419-245-1192, ATTN: Stephanie Beebe, Early Bird Grant

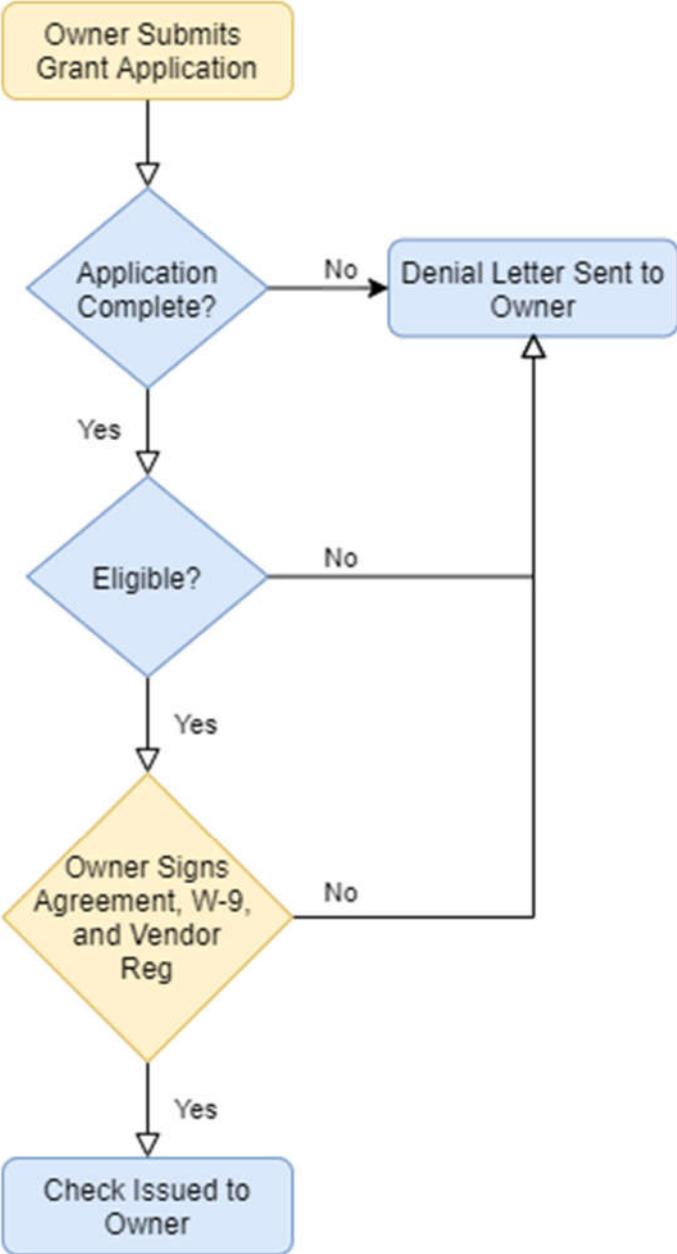
Mail: Department of Neighborhoods  
ATTN: Stephanie Beebe, Early Bird Grant  
1 Government Center, Ste. 1800  
Toledo, OH 43604

### Complete Application Checklist:

Only complete applications with all supporting documentation will be accepted. Incomplete applications will be deemed ineligible.

1. Fill out all information on the application form and double-check all information is correct.
2. Sign and date at the bottom of the application form.
3. Verify that you have included any receipts and proof of payment associated with the reimbursement costs you've listed.
4. If unit is a rental, provide a rent schedule or active lease agreement that shows the property is rented within HUD's Fair Market Rates (see table on page 1).
5. If occupied, include proof of tenant's (or owner's in the case of childcare homes) annual income at or under 80% AMI (see table on page 1).
6. If property is owned under an LLC, Corporation, Trust, etc., provide documentation showing the authorized signatories for the ownership entity.

# Process Flow





# Federal Requirements for Volunteer Paint and Rehabilitation Programs

## Volunteers Supporting Community Needs and Protecting Children from Lead Hazards

HUD recognizes the important role of volunteer paint and rehabilitation programs in enhancing community vitality and promoting volunteerism.

These programs are often assisted by HUD (typically through Community Development Block Grant or HOME funds) and may involve homes built before 1978. To ensure that children and volunteers are protected from lead exposure, HUD has issued new lead safety requirements that apply to the paint and rehabilitation programs it funds.

This fact sheet provides an overview of the lead safety requirements for housing built before 1978, receiving up to \$5,000 in federal rehabilitation assistance. For the detailed requirements of these and programs receiving more than \$5,000 in federal rehabilitation assistance, please see Subpart J of the regulation.

Although these requirements only apply to HUD-assisted programs, HUD encourages all volunteer programs to prevent lead poisoning by work safely with lead paint.

### Background

Most housing built before 1978 contains some lead-based paint. Lead paint dust, chips and contaminated soil

can poison young children, their parents, and workers if safe work practices are not followed.

### Working Safely With Lead Paint

The new requirements emphasize “safe work practices” which are intended to reduce the generation of dust and prevent contamination of the property. Safe work practices help to protect residents and volunteers from lead exposure.

Volunteers should know how to protect themselves, residents, and their families from lead paint dust, paint chips and contaminated soil. Working safely with lead requires few new tools and techniques. Volunteer organizations should follow these simple steps to minimize the risk of lead poisoning:

### General Precautions

- Identify tasks on each project where children should be excluded because they may be exposed to lead dust.
- Ensure that durable plastic sheeting and tape are available to isolate the worksite and cover the floor and ground.
- Before sanding or scraping, use a spray bottle to dampen painted surfaces to control lead dust.
- Use a utility knife to pre-score painted material being removed. Dampen the area before scoring.

### Relocation

Volunteer paint and rehabilitation programs are typically of short duration. Thus, relocation of residents will probably not be required. However, young children (and pregnant women) should not be permitted in the work area itself. The regulation states that relocation is not required when:

- The work will not disturb lead-based paint, or create dust-lead or soil-lead hazards; or
- The work is on the exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative entry; or
- The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or
- The interior work will be completed within 5 calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each work day to remove any visible dust and debris, and the residents have safe access to kitchen, bath and bedrooms.

# Volunteers Supporting Community Needs and Protecting Children from Lead Hazards

## TESTING FOR LEAD PAINT

- Prior to doing the work, painted surfaces that will be disturbed by the rehabilitation activity must be tested for lead paint by a certified lead inspector (often available at local housing or health departments).
- Paint chip analyses can be performed for as little as \$5-10 per sample.
- Since much paint does not contain lead, testing indicates what additional requirements will apply. If no lead is present, no additional requirements apply. If lead is present, safe work practices must be followed.
- **As an alternative to testing, one can presume that lead paint is present and follow the safe work practices described below.**

## SAFE WORK PRACTICES

Safe work practices reduce the amount of dust generated and include: 1) a prohibition on specific methods of paint removal, 2) occupant protection and worksite preparation, and 3) specialized cleaning.

Following the work, you must perform a clearance examination of the worksite to make certain it is safe for residents to enter.

**Safe work practices are not required if the area of paint which will be disturbed is very small, specifically less than:**

- Twenty square feet for exterior surfaces
- Two square feet for any one interior room or space, or 10 percent of the total surface area of any small surface such as a window sill or trim.

## Prohibited Practices

Certain methods of paint removal are prohibited because they release large amounts of dangerous dust and fumes.

Prohibited methods are:

- Open flame burning or torching
- Machine sanding or grinding without a high-efficiency particulate air (HEPA) exhaust control (this includes the use of belt sanders)
- Abrasive blasting or sandblasting without HEPA local exhaust control
- Heat guns operating above 1100 degrees Fahrenheit or charring the paint
- Dry sanding or dry scraping, except dry scraping in conjunction with heat guns or within 1 foot of electrical outlets, or when treating defective paint spots totaling no more than the de minimus levels
- Paint stripping in a poorly ventilated space using methylene chloride

## Worksite Protection

Occupants and their belongings should be protected and the worksite prepared by:

- Excluding residents from the worksite.
- Taping heavy plastic over floors, doors, windows, and vents to prevent the release and spreading of lead dust, paint chips and debris.
- Moving furniture out of the work area or covering it with heavy plastic.

## Cleaning

Specialized cleaning of the work area following the job can effectively remove lead dust and prevent lead exposure.

- Use a High Efficiency Particulate Air (HEPA) vacuum to clean all floors and other surfaces where dust can settle.
- Wash floors, walls, window sills, and other surfaces with detergent and rinse with fresh water.
- Dispose of debris, paper towels and wash cloths in heavy plastic bags. Never burn lead debris.

## Clearance

Following the rehabilitation activities, clearance is required unless the painted surfaces which were disturbed are less than the de minimus levels (see safe work practices).

- Clearance examinations include a visual evaluation and, for interior work only, a dust test to determine if hazardous levels of lead remain following cleaning.
- Clearance examinations must be performed by a certified lead-based paint inspector, risk assessor, or clearance technician (local community development agency, housing or health departments are often able to provide this testing).

## For More Information

To speak to a HUD Specialist about the new Federal regulation, call (202) 755-1785 x7698 or send e-mail to [lead\\_regulations@hud.gov](mailto:lead_regulations@hud.gov). For copies of HUD's Lead Safe Housing regulation, or HUD's *Lead Paint Safety Field Guide*, call the National Lead Information Center at (800) 424-LEAD or visit [www.hud.gov/offices/lead](http://www.hud.gov/offices/lead).



# Neighborhoods

## Lead Safety Compliance Early Bird Matching Grant

### Program Application

Please read the [Program Guidelines](#) completely before applying. Double-check the application has been filled out and all necessary documentation is attached before submitting. Incomplete applications will not be eligible.

#### Applicant Information

Owner Name(s)		Primary Contact Name <i>(if different from owner)</i>	
Business Entity <i>(if any)</i>		Tax ID <i>(if any)</i>	
Mailing Street Address		City, State, Zip Code	
Primary Phone Number ( ) -		Other Phone Number ( ) -	
Primary Email Address		Other Email Address	
Do you or any immediate family members work for the City of Toledo? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which department?	
Property Street Address and Zip <i>(only properties in Toledo qualify)</i> , Toledo, OH		Unit # <i>(if any)</i>	Parcel #
Lead-Safe Certificate #	Expiration Date:	Is this property a...	<input type="checkbox"/> Rental <input type="checkbox"/> Family Childcare Home
Is this unit currently occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No		Make reimbursement check payable to...	<input type="checkbox"/> Owner Name above <input type="checkbox"/> Business Entity above

#### Reimbursement Request

Description of Itemized Expense	Full Cost	Proof of Payment
		<input type="checkbox"/> Receipt, <input type="checkbox"/> Copy of Check, <input type="checkbox"/> Paid Invoice, <input type="checkbox"/> Other
		<input type="checkbox"/> Receipt, <input type="checkbox"/> Copy of Check, <input type="checkbox"/> Paid Invoice, <input type="checkbox"/> Other
		<input type="checkbox"/> Receipt, <input type="checkbox"/> Copy of Check, <input type="checkbox"/> Paid Invoice, <input type="checkbox"/> Other
<b>Total Reimbursement Request (50% of costs)</b>		<i>(Add all above costs and divide by 2.)</i>

#### Required Document Checklist

*(Only complete applications with all supporting documentation will be accepted. Incomplete applications will be deemed ineligible.)*

- All proof of payment documentation is attached.  If rental, proof of rent within Fair Market Rates is attached.
- If occupied, proof of occupant's 80% AMI income is attached.
- If ownership is an LLC, Corp, or Trust, documentation identifying authorized signatories is attached.

I certify that my answers are true and complete to the best of my knowledge. I understand that intentionally false or misleading information submitted on this application may result in being permanently banned from Department of Neighborhood's programs. I understand I may be asked for permits, licenses, or other information to verify work has been completed in accordance with applicable laws.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Please Return To:

Online: [www.ToledoLeadSafe.com/match](http://www.ToledoLeadSafe.com/match)  
 Fax: 419-245-1192, ATTN: Stephanie Beebe, Early Bird Grant  
 Mail: Department of Neighborhoods,  
 ATTN: Stephanie Beebe, Early Bird Grant  
 1 Government Center, Ste. 1800, Toledo, OH 43604

**For Questions Visit**  
**[www.ToledoLeadSafe.com](http://www.ToledoLeadSafe.com)**



**Required Document Checklist**

All documentation listed below must be submitted for review.

- First 2 pages of all occupants' most recent tax return (IRS form 1040).  N/A (You will be contacted to explain.)
- Proof of any active Housing Choice Voucher/Section 8 status.  N/A
- Most recent 2 pay stubs for employed occupants.  N/A
- Documentation of unemployment, social security, disability, pensions, retirement, dividends, child support, alimony, business income, 1099s, or any other income received in the most recent 3 months.  N/A

**Certification of Income**

**All legal adult occupants must agree to the following and sign and date below:**

I certify that my answers are true and complete to the best of my knowledge. If I have declared zero income, I certify that I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months. I understand that intentionally false or misleading information submitted on this application may result in being permanently banned from the Department of Neighborhood's programs. I understand that I may be asked for additional income verification documentation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tenants may return directly to:**

Online: [www.ToledoLeadSafe.com/match](http://www.ToledoLeadSafe.com/match)  
 Fax: 419-245-1192, ATTN: Stephanie Beebe, Early Bird Grant  
 Mail: Department of Neighborhoods,  
 ATTN: Stephanie Beebe, Early Bird Grant  
 1 Government Center, Ste. 1800, Toledo, OH 43604

**For Questions Visit  
www.ToledoLeadSafe.com**