



## **Lead Poisoning Prevention Program Grant**

### **Funding Application for State-Certified Local Health Departments in Cook County, Illinois 2022**

## I. Overview of the Lead Poisoning Prevention Program Grant

The Cook County Board of Commissioners adopted Cook County Resolution 00R-611, on November 21, 2000. Pursuant to the Resolution, the County Board authorized the creation of the Lead Poisoning Prevention Fund and authorized the President of the County Board to establish a Lead Poisoning Prevention Program. Funds from the Lead Poisoning Prevention Program are utilized to make Grants to entities to provide, or to arrange for the provision of, lead mitigation and abatement services to low- to middle-income applicants. The Lead Poisoning Prevention Program Grant is administered by the Cook County Department of Public Health Lead Poisoning Prevention and Healthy Homes Unit.

CCDPH will grant funds to local health departments (LHDs), or municipal governments with LHDs, in Cook County, Illinois, that are certified by the Illinois Department of Public Health (IDPH), to fund lead-based paint hazard mitigation programs in properties within their jurisdictions.

## II. Grant Awards and Eligibility

- A. The Lead Poisoning Prevention Program Grant is a three-year award, with two, one-year options to renew. Grant years coincide with Cook County fiscal years which run December 1 to November 30 each year. **Year one of this grant will begin December 1, 2022.** Funding in the second and third years of the grant, as well as any extensions, is contingent on successful completion of grant deliverables in the first year of the grant.
- B. LHDs serving jurisdictions with populations under 500,000 are eligible for up to \$100,000 each year for lead poisoning remediation. LHDs serving jurisdictions with populations greater than 500,000 are eligible to apply for up to \$250,000 each year.
- C. LHDs must be certified by IDPH and have the authority to write and enforce mitigation notices in order to be eligible to apply for the funds.
- D. To be funded for this program the LHD must be certified by IDPH and establish a program in accordance with the requirements of this application.
- E. Funding through the Lead Poisoning Prevention Program Grant is contingent upon and subject to the availability and provision of Grant Funds by Cook County/Cook County Health / Cook County Department of Public Health. Upon award, the successful LHD will enter into a grant agreement with the Cook County Health and Hospitals System before funds can be received.
- F. **DUE DATE:** Grant applications must be received by 4:00 p.m. on November 29, 2021. No late applications will be reviewed. Applications must be submitted via email to [ddurica@cookcountyhhs.org](mailto:ddurica@cookcountyhhs.org).
- G. Applicants may email questions regarding the grant application to [ddurica@cookcountyhhs.org](mailto:ddurica@cookcountyhhs.org). All questions will be answered within one business day. Responses will be forwarded to all potential applicants via email.

H. Applicants will be notified of their funding status by December 3, 2021.

### **III. Lead Poisoning Prevention Program Grant - Requirements**

1. LHDs must submit a complete grant application as described in part IV of this document to be considered for funding.
2. Program funds must be used to mitigate or abate lead-based paint hazards in housing units that are:
  - a. Located in Cook County; and
  - b. Built before 1978; and
  - c. Documented as having a lead-based paint hazard in a mitigation notice; and
  - d. Owned or rented by a Client whose income does not exceed 120% AMI according to the Housing and Urban Development Income Guidelines.
  - e. The unit must also be:
    - i. Occupied by, or have been previously occupied by, a family with at least one pregnant person or child six years of age or younger; or
    - ii. Is a Unit where at least one pregnant woman or child, six years of age or younger spends a significant amount of time; or
    - iii. Be a unit approved for remediation as part of an innovative project (a project that will advance the elimination of lead exposure in the jurisdiction, but may not otherwise adhere to all requirement above), as described by the grantee in their application and approved by CCDPH.
3. At least eighty percent (80%) of grant funds must be expended on direct lead hazard control activities. See Section V for a definition of direct lead hazard control activities.
4. All Direct Lead Hazard Control Activities must be completed in accordance with the Illinois Lead Poisoning Prevention Act, the Lead Poisoning Prevention Code; the U.S. Environmental Protection Agency Renovation, Repair, and Painting Rule, if applicable; and the requirements of the Grant Agreement entered into with CCDPH upon selection for funding.
5. Subcontractors hired to provide Direct Lead Hazard Control Activities must be chosen through a competitive process. The grantee has the sole responsibility for soliciting bids and subcontracting with Illinois Licensed Lead Abatement Contractors, Illinois Licensed Lead Risk Assessors, Illinois Licensed Lead Supervisors and/or Illinois Licensed Lead Workers, as defined in 77 Ill. Adm. Code 845.20.
6. No more than 10% of the grant can be used for outreach and education activities to promote the grant (advertising, printing, material creation, translation, etc.)
7. No more than ten percent (10%) of the total grant award may be used for program administration.
8. LHDs that are successful in this application must have the financial capacity to engage in the lead remediation work funded through this Grant on a reimbursement basis.

Invoices must be submitted to CCDPH for the actual cost of the completed, direct lead hazard control activities before grant funds will be released for reimbursement.

9. LHDs funded by this program must complete and submit to CCDPH quarterly and year-end reports of grant-funded remediation activities, in a format provided by CCDPH.
10. LHDs funded by this program must complete remediation in at least eighty percent (80%) of the minimum number of units proposed for remediation in the first year of the grant or be subject to potential funding reductions or elimination from year two of the grant program.
11. Unexpended grant funds do not roll over from year to year.

#### **IV. Lead Poisoning Prevention Grant Application for Funding - Project Proposal**

Applicants must prepare a Project Proposal to be considered for Lead Poisoning Prevention Grant Program funding. The Project Proposal must be no more than ten (10) pages, not including attachments. Applications should be organized to respond to the bold headings in the outline below.

The Project Proposal must include detailed descriptions of the following items:

1. **Description of the jurisdiction.** This must include:
  - a. Jurisdictional boundaries.
  - b. Proportion of the population under 120% of the federal poverty level.
  - c. Number of pre-1978 housing units.
  - d. Number of children six years of age and younger.
2. **Overview of the health department.** This must include:
  - a. An explanation of the health department governance structure, and where this program will sit within the structure.
  - b. Please provide an organizational chart for your agency as an attachment.
3. **Need for the proposed lead-based paint hazard control project.** The narrative should include the following data:
  - a. Number of new lead exposure cases opened by the health department in 2020 and 2019.
  - b. Average number of home lead hazard inspections performed by the childhood lead poisoning prevention program per month.
4. **Proposed Program.** Please provide a detailed description of the proposed lead poisoning prevention program that will be funded by this grant. This must include, but is not limited to, the following:
  - a. **Program Overview:** – provide a description of how you will

- i. Implement the program, including the income threshold (up to 120% AMI) that you will use to qualify applicants.
- ii. Recruit applicants
- iii. Determine applicant eligibility, including income eligibility thresholds the program will be using
- iv. Anticipated number of units to be remediated in each year of the potential grant award, and estimated cost per unit.
- v. If you plan to implement an innovative project to be funded by this grant, please provide a full description of the program and how it will advance the elimination of lead exposure in your jurisdiction.

b. **Key Personnel for the program:**

- i. Identify the Grant/program manager and other key personnel for this project. Include their position titles, their qualifications, their specific program responsibilities, and the percentage of their time that is to be devoted to this project. Please be sure to note the number of Illinois licensed lead risk assessors on staff.
- ii. Please provide full contact information (phone and email) for all persons described.
- iii. If you propose using subcontractors for any portion of the grant, please describe the method for identifying and hiring subcontractors, confirming that they hold current lead remediation licensing, and the processes for accountability and reporting.

c. **Lead Remediation:** Please provide a description of:

- i. The proposed methodology for identification of lead-based paint hazards (i.e., use of XRF machines, dust wipe samples, visual inspections, paint chip samples, etc.).
- ii. How the scope of remediation work will be decided (i.e., Who will develop and approve work order specifications?).
- iii. The process through which Illinois licensed lead abatement contractors will be identified and chosen for the remediation work.
- iv. How the health department will ensure work is done to the specifications in the work order.
- v. The process by which clearances will be conducted.

## 5. **Grant Budget**

Using the grant budget template provided, please provide a budget for this Grant Program. Base your budget proposal on the estimated number and cost of units to be remediated through this Grant Program.

The budget should describe dollars to be allocated for both Direct Lead Hazard Control Activities as well as administrative costs. Grantees may, but are not required to, allocate up to 10% of the total Grant award for program administrative costs, and up to 10% of the total award for costs that support education and outreach activities. The Grant Budget does not count toward the 10-page maximum for the application.

### **Direct Lead Hazard Control Activities**

Direct Lead Hazard Control Activities will account for at least eighty percent (80%) of the Grant award.

Direct Lead Hazard Control Activities consist of:

1. Lead abatement or mitigation
2. Lead risk assessments
3. Occupant relocation
4. Clearance testing

Direct Lead Hazard Control Activities do not include:

1. Blood testing of residents or workers
2. Housing rehabilitation
3. Training
4. Community education
5. Applied research
6. Purchase of supplies or equipment
7. Administrative Costs

### **Administrative Costs and Education and Outreach Costs**

All Grant funding must be used for Direct Lead Hazard Control Activities, except for a maximum of ten percent (10%) of the total Grant award that may be spent on outreach and education costs, and a maximum of ten percent (10%) on Administrative Costs.

For the purposes of this Grant, 'Administrative Costs' are the Grantee's allowable direct costs for the overall management of the Grant Program plus the allocable indirect costs. In the event that the actual costs for the overall management of the Grant Program exceed that amount, those excess costs shall be paid for by the Grantee.

Reasonable costs for overall Grant management, coordination, monitoring, and evaluation are eligible Administrative Costs. Subject to the amount designated for Administrative Costs in the Budget, such costs include, but are not limited to, necessary expenditures for the following goods, activities, and services:

1. The salaries, wages and related costs of the Grantee's employees or Subcontractors, which may include:
  - a. Processing client applications and verifying all documentation for eligibility.
  - b. Developing systems for the selection and award of funding to Subcontractors.

- c. Developing suitable agreements for use with Subcontractors to carry out Grant activities.
- d. Developing systems for assuring compliance with program requirements.
- e. Monitoring Subcontractor activities for progress and compliance with program requirements.
- f. Preparing presentations, reports, and other documents related to the program for submission to CCDPH.
- g. Evaluating program results against stated objectives/deliverables.
- h. Coordinating the resolution of overall Grant audit and monitoring findings.
- i. Managing or supervising persons whose responsibilities with regard to the program include such assignments as those described in these bullets.

2. Other allowable Administrative Costs include:

- a. Travel costs incurred for official business in carrying out the overall Grant management in Cook County, per the IRS allowable standard business reimbursement for mileage.
- b. Administrative services performed under third party contracts or agreements, for services directly allocable to overall Grant management such as overall-Grant legal services, overall-Grant accounting services, and overall-Grant audit services.
- c. Other costs for goods and services required for and directly related to the overall management of the Program, including such goods and services as telephone, postage, rental of equipment, renter's insurance for the program management space, utilities, office supplies, and rental maintenance (but not purchase) of the office space for the program.

3. Administrative Costs DO NOT include:

- a. Incentives defined as equipment or supplies that are not related to program delivery, including but not limited to t-shirts, bags, backpacks, hats, pencils, etc.
- b. Travel (other than for official business carrying out overall Grant Management).
- c. Conference registration fees.

Education and Outreach Costs will be reimbursed for the real costs incurred to support client education activities. These costs include:

- a. Advertising costs (paid ads on social media, newspaper ads)
- b. Printing and design costs for educational materials (fliers, handouts, etc.)
- c. Fees for coalition participation where lead education will be completed
- d. Translation of education materials
- e. Other reasonable education costs as approved by CCDPH

A budget must be submitted in the following format in Attachment A.