



The Village of Oak Park
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November 18, 2021

Cook County Department of Public Health
7556 Jackson Blvd.
Forest Park, IL 60130

Cook County Department of Public Health:

The Village of Oak Park is pleased to present this application for funding under the Lead Poisoning Prevention Grant. The proposed project represents a coordinated effort between the Village's Public Health Department and the Development Customer Services Department's Neighborhood Services Division.

The project will continue to build on the efforts of Public Health staff, beginning with the receipt of data on elevated blood lead levels in children and leverage the Village's preexisting Single Family Rehabilitation Loan Program. Staff is confident you will find the Village's current capacity and documented procedures more than sufficient to implement the project as proposed herein. The goals of this proposal align perfectly with the stated goals of the program. Please feel free to contact us directly with any questions.

Respectfully,
VILLAGE OF OAK PARK

Tammie Grossman
Director of Development Customer Services

Dr. Theresa Chapple-McGruder
Director of Oak Park Health Department

enclosures

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:

a. Jurisdictional boundaries.

The Village of Oak Park is bounded by North Avenue on the north, Austin Boulevard on the east, Roosevelt Road on the south, and Harlem Avenue on the west.

b. Proportion of the population under 120% of the federal poverty level.

According to the findings of the 2015-2019 American Community Survey 5-Year Estimates, the proportion of population under 120% of the federal poverty level was estimated to be 3,100 families. The total population of the Village of Oak Park according to the 2019 American Community Survey 5-Year Estimate is estimated to be 52,233 people.

c. Number of pre-1978 housing units.

The Illinois Department of Public Health has defined Illinois zip codes as high-risk or low-risk for childhood lead poisoning, based on age of housing stock, prevalence rate of elevated blood lead levels and poverty level. All three of the Village of Oak Park's zip codes (60301, 60302 & 60304) are considered high-risk ZIP codes based on housing units built prior to 1978. According to the 2015- 2019 American Community Survey 5-Year Estimates, more than 81.9% of the housing units in the Village are structures built before 1970 (18,993 units). Census data does not provide an estimated count of units built before 1978.

d. Number of children six years of age and younger.

According to the findings of the 2015-2019 American Community Survey 5-Year Estimates, the population under the age of five was estimated to be 3,166 people or 6.1% of the population. The population ages nine years or less was estimated to be 6,681 or 12.8% of the population, which includes the previous figure. The Census Bureau does not provide an estimated population for six years of age and younger.

2. Overview of the health department:

a. An explanation of the health department governance structure, and where this program will sit within the structure.

The Village of Oak Park government operates under the Village Manager form of government, in which an elected Village Board, consisting of a president/mayor and six trustees, hires a professional manager to oversee the day-to-day operation of government services and programs.

The Oak Park Health Department has been an Illinois certified local health department since 1948. It is one of only four municipal certified health departments in suburban Cook County. As a certified State local health department, the Village of Oak Park is uniquely qualified to deliver local core health protection programs including the childhood lead program.

The Health Department staff consists of a Director, one Environmental Health Practitioners ('Sanitarians'), one Public Health Nurse, one Emergency Preparedness and Response Manager, one Administrative Assistant, and one Animal Control Officer. Unfilled positions at this time include one Environmental Health Practitioners ('Sanitarians'), one Environmental Health Supervisor, one Grants Coordinator and one Public Nurse. Currently, there are no staff members who are Illinois State certified Lead Assessors. In addition, the Health Department contracts with two Public Health Specialists, one to carry out communicable disease control and the other to carry out various grant funded work related to teen pregnancy prevention and tobacco prevention. The Department also contracts with the PCC Wellness Center for required medical consultation by Paul Luning, MD, MPH. Finally, there is a Board of Health that serves as an advisory body to the Director of Public Health and may make recommendations on issues related to disease prevention and health promotion

b. Please provide an organizational chart for your agency as an attachment.

Organizational Charts for both the Development Customer Services and the Public Health Departments attached as Attachment B1 and B2.

3. Need for the proposed lead-based paint hazard control project:

Lead poisoning, with its negative impact on young children, continues to be a public health problem in the Village of Oak Park. Legislation has decreased the amount of lead in gasoline, new paint, metal solder, and plumbing components resulting in fewer children suffering from health problems from lead. However, a great deal of leaded paint still exists in the older housing located in the Village of Oak Park. The Illinois Department of Public Health has determined high-risk and low-risk zip codes in Illinois, based on age of housing stock, prevalence rate of elevated blood lead levels and the poverty level. All of Oak Park's zip codes (60301, 60302 and 60304) are considered "high-risk" and because of this, children living in Oak Park are more at risk of becoming lead poisoned.

The Village of Oak Park Health Department has an agreement with the Illinois Department of Public Health to manage childhood lead including managing and maintaining the state of Illinois' STELLAR database; a database which collects and

stores childhood blood lead sampling data and environmental health investigation data. In 2020, the Health Department managed (Number To Be Determined) childhood blood lead test results. Among those blood lead results received, there were (Number To Be Determined) venous and (Number To Be Determined) capillary blood tests above 5 mcg/dl, all requiring various levels of Health Department follow-up including nursing case- management and environmental investigation and follow-up.

- a. Number of new lead exposure cases opened by the health department in 2020 and 2019:

	2020	2019
Estimated # of children with elevated blood lead levels	TBD	TBD
Estimated lead screenings within Oak Park	TBD	TBD
Number of government-assisted lead remediated properties in the jurisdiction	1	2

Estimated prevalence of children with lead levels above 5 mcg/dl in 2010 according to www.leadriskindex.com for Oak Park zip codes:

- i. 60301: TBD%
- ii. 60302: TBD%
- iii. 60304: TBD%

- b. Average number of inspections per month

Health <1/month; Neighborhood Services 4-6/year

The number of units identified with lead-based paint hazards per month:

Health <1/month; Neighborhood Services 4-6/year

- c. Current program:

Health Department Childhood lead cases: The Health Department will schedule and conduct environmental investigations of all confirmed blood lead levels in accordance with the Lead Poisoning Prevention Act, Lead Poisoning Prevention Code and IDPH lead program policies. The methodology for identification of lead-based paint hazards include a lead risk assessment including a visual assessment and collecting soil, paint chip and dust wipe samples. All samples are sent to the IDPH lab for testing. Positive tests will trigger environmental lead follow-up activities.

For many years, the Village of Oak Park has used a substantial allocation from its annual Community Development Block Grant (CDBG) entitlement from the Department of Housing and Urban Development (HUD) to assist low income households earning less than 80% of Area Median Income (AMI) in both the control of lead-based paint hazards and the rehabilitation of their homes through a [Single-Family Rehabilitation Loan Program](#) (SFR). CDBG-funded housing rehabilitation projects require lead risk assessments and hazard reduction at three different levels of intensity depending on the total cost of the rehabilitation project. The Village caps rehabilitation financing at \$25,000 and awards grants for identifying and controlling lead hazards based on that cap.

A contracted Lead Risk Assessor – certified EPA Lead Safe and Illinois State Lead Inspector- performs the initial assessment inspection. The inspection is performed according to HUD protocols listed in the [Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing](#), published June 1995 and revised in 2012. The methods used are XRF Lead Paint Analyzer on painted surfaces, dust wipe sample collection from floors and window sills, and soil sample collection from the house and garage drip lines. Certified rehabilitation contractors, or their certified subcontractors, address any findings through the rehabilitation work as required by HUD guidelines. Once rehabilitation activities are complete, the same inspector performs a clearance inspection. Any rehabilitation activities required thereafter, as based on the inspection and HUD regulations, are performed at the expense of the contractor.

4. **Proposed Program.** Please provide a detailed description of the proposed lead poisoning prevention program that will be funded by this grant:

a. **Program Overview**

i. Program Implementation

The Village of Oak Park currently has in place a HUD housing rehabilitation loan program with a lead hazard reduction grant. The current program would stay in place using the guidelines established by HUD for qualification of income less than 80% AMI. The Village will explore developing a Lead Hazard Reduction Only Grant Program for residents who are under 120% AMI using the same structure as the current HUD lead hazard reduction program.

ii. Recruit Applications

Applicants for the current program are recruited through a variety of methods. The most direct method is through the Village's Neighborhood Walk program. Property Maintenance Inspectors regularly inspect 1/3 of the housing stock each year. One inspector is specifically assigned to inspect designated CDBG areas. The inspectors are the front line for the program as they have daily contact with residents and are educated to promote the program. Additionally, the Village makes use of all means of social media to advertise the rehabilitation program.

iii. Determine applicant eligibility

The Village proposes to use a substantial amount of grant funding to offset CDBG funds in the lead risk assessment and hazard reduction grants associated with the SFR program. Eligibility for investment under the Lead Poisoning Prevention Grant Program is described using five criteria: location, age of structure, notice of mitigation, owner income, and presence of children or pregnant women. The Village will use slight modifications of existing protocols for the existing SFR Program to assess eligibility.

The Village of Oak Park is located completely within Cook County, so no funding would be invested outside of the County. Village staff will consult Cook County Assessor data online to verify that the structure was built before 1978. The Village will use the services of an EPA Lead Safe and Illinois State Lead Inspector certified contractor to conduct a lead risk assessment of each structure before moving forward with lead hazard reduction activities funded under the grant. Procedures for verifying household income eligibility are described below. Finally, the Village will use a standard client interview to determine if a pregnant woman or a child under the age of six is living, has lived, or spends a significant amount of time at the structure. As necessary, the Village may also require any combination of the following documents to support that determination: birth record, government identification, mortgage document, utility bill, real estate transfer stamp, signed note from a healthcare provider, or an affidavit signed by two adult non-family members.

HUD regulations require that income of all household members over the age of 18 be included in the determination of income for all of the Village of Oak Park's Single Family Rehabilitation projects. The Village has determined that it will follow 24 CFR Part 5 methods of determining income and allowances for all income qualified housing programs. The current threshold for income limits for the SFR program is less than 80% AMI.

iv. Anticipated number of units and cost

The Village anticipates that at least 5 units will receive lead hazard reduction treatments each year at an estimated average of \$20,000 per unit. The Village of Oak Park will provide in-kind contributions using CDBG funds to make up any costs not covered by the grant.

v. Innovated Project

The Village of Oak Park currently has a rehabilitation and lead hazard reduction program for income eligible residents who are under 80% AMI. With this award, the Village will explore developing a Lead Hazard Reduction Only Grant Program for residents who are under 120% AMI using the same structure as the current lead hazard reduction program.

b. Key Personnel for the program:

- i. Identify the Grant/program manager for this project.

Jeff Prior, Neighborhood Services Manager
Neighborhood Services
Village of Oak Park
123 Madison Street
Oak Park, IL 60302
708-358-5412
jprior@oak-park.us

Identify other key personnel.

Name	Title	Qualifications & Program Responsibilities	% of time
Dr. Theresa Chapple	Health Department Director	Manage environmental investigation and Nursing case management of childhood lead cases	5%
Susan Wolf	Sanitarian (Health Dept.)	Conduct environmental investigation	2.5%
To be filled beginning of 2022	Sanitarian (Health Dept.)	Conduct environmental investigation	2.5%
To be filled beginning of 2022	Health Grants Administrator (Health Dept.)	Manage grant deliverables in conjunction with Village of Oak Park Housing Program	2%
Jeff Prior	Neighborhood Services Manager	Reviews and approves all project specifications pertaining to the level of hazard control.	5%
Jason Ziegler	Neighborhood Services Supervisor	Develop project scope, monitor and report on contractor progress.	10%
Charo Safford	Account Clerk II (Neighborhood Services)	Process program applications, verify income eligibility, and process financing for rehabilitation loans.	5%

- ii. **Please provide full contact information for all persons described.**

- a. Dr. Theresa Chapple, Health Department Director, 708-358-5482, tchapple@oak-park.us
- b. Susan Wolf, Sanitarian, 708-358-5487, swolf@oak-park.us
- c. Sanitarian, 708-358-5480, health@oak-park.us (position is anticipated to be filled at the beginning of 2022)
- d. Grants Coordinator, 708-358-5480, health@oak-park.us (position is anticipated to be filled at the beginning of 2022)
- e. Jeff Prior, Neighborhood Services Manager, 708-358-5412, jprior@oak-park.us.
- f. Jason Zeigler, Neighborhood Services Supervisor, 708-358-5414, tzeigler@oak-park.us
- g. Charo Safford, Account Clerk II, 708-358-5413, csafford@oak-park.us

- 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.**

The Village of Oak Park undertook competitive procurement process to identify a Lead Risk Assessor as certified by EPA Lead Safe and Illinois State Lead Inspector. That contractor, USA Lead Inspectors USA, Inc., will be under contract through December 31, 2021. This is the same lead certified contract used for the program since 2015.

All rehabilitation contractors performing lead risk hazard reduction tasks are required to demonstrate that they have the same appropriate certifications and training. The contractors are required to be licensed through the Village of Oak Park.

c. **Lead Remediation:**

- 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.).**

The Health Department will schedule and conduct environmental investigations of all confirmed blood lead levels in accordance with the Lead Poisoning Prevention Act, Lead Poisoning Prevention Code and IDPH lead program policies. The methodology for identification of lead-based paint hazards include a lead risk assessment including a visual assessment and collecting soil, paint chip and dust wipe samples. All samples will be sent to the IDPH lab for testing. Positive tests will trigger environmental lead follow-up activities including abatement or mitigation of lead hazards. Follow-up activities will also include a lead clearance which includes a visual assessment and dust-wipe clearance sampling.

For clients that apply for the Single-Family Rehabilitation Program or the new proposed Lead Hazard Reduction Only Program, the Neighborhood Services Department will employ the services of a contractor, certified EPA Lead Safe and Illinois State Lead Inspector, to conduct a lead risk assessment of the property. The methodology for identification of lead-based paint hazards include a lead risk assessment including a visual assessment and collecting soil, paint chip and dust wipe samples. All samples will be sent a private lab for testing. Positive tests will trigger environmental lead follow-up activities including abatement or mitigation of lead hazards. Follow-up activities will also include a lead clearance which includes a visual assessment and dust-wipe clearance sampling.

- ii) **Describe how the scope of remediation work will be decided.**

The Neighborhood Services Supervisor develops the rehabilitation project specifications, including lead risk assessment and hazard control measures. Specifications are determined by the findings of the risk assessment of a certified Lead Inspector. A discussion is conducted with the homeowner. Staff

facilitates this process, which includes a walk-through of the property with any interested and qualified contractors and the homeowner. All project specifications comply with HUD regulations pertaining to the level of hazard control and are reviewed and approved by the Neighborhood Services Manager.

iii) The process through which Illinois licensed lead abatement contractors will be identified and chosen for the remediation work.

In 2021, the Village of Oak Park will undertake the competitive procurement process (RFP) to identify a Lead Risk Assessor as certified by EPA Lead Safe and Illinois State Lead Inspector. That contractor will be under contract through December 31, 2024. The contract also allows the Village the option to extend it through two additional years. This is the same process used in the previous selection of the contractor. All rehabilitation contractors performing lead risk hazard reduction tasks are required to demonstrate that they have the same appropriate certifications and training.

iv) How the health department will ensure work is done to the specifications in the work order.

The Village's Director of Public Health personnel will review and sign off on rehabilitation project specifications as well as the final lead clearance inspection documentation.

v) The process by which clearances will be conducted.

Once rehabilitation and lead hazard control work is completed, staff will notify the outside Lead Risk Assessor and will schedule a clearance test date ensuring that the rehabilitation contractor is present during clearance test. The Lead Risk Assessor will perform a clearance test. If the areas of work fail the test, the area will be re-cleaned and re-tested. If the areas of work pass the test, notice will be sent to the homeowner and dwelling will be determined clear. The Lead Risk Assessor will provide the homeowner and the Village with a copy of the clearance report. If relocation was required, once the unit passes clearance inspection, staff will prepare a Re-Occupancy Notice, notifying the homeowner that they may return to their home.

**ATTACHMENT A:
Cook County Department of Public Health Lead Poisoning Prevention Grant
Program - Budget**

Applicant name: Village of Oak Park	Funding amount requested: \$ 100,000	
	Minimum Number of Units to be remediated: 5	
Line Item	Justification – list activities & costs	Total Cost
Total for Direct Lead Hazard Control Activities	Estimated average cost of direct lead hazard control activities is \$20,000/unit. This includes lead hazard reduction, lead risk assessments, and clearance testing. Two programs: 1) Less than 80% AMI, and 2) Less than 120% AMI	\$80,000
Total for Outreach and Education Activities (no more than 10% of total request)	To Be Determined	\$10,000
Administrative Costs (no more than 10% of total request)	These funds will be used to support the wages and salaries of the Village Staff identified herein for the purposes of performing the following tasks: processing client applications and verifying all documentation for eligibility; developing suitable agreements for use with Subcontractors to carry out Grant activities; monitoring Subcontractor activities for progress and compliance with program requirements; preparing presentations, reports, and other documents related to the program for submission to CCDPH; evaluating program results against stated objectives/deliverables; coordinating the resolution of overall Grant audit and monitoring findings; and managing or supervising persons whose responsibilities with regard to the program include such assignments as those described above.	\$10,000
TOTAL REQUEST		\$100,000



