

**City of Toledo, Department of Neighborhoods  
FY 2020 Lead Hazard Reduction Grant Program  
Line Item Budget Narrative**

**Personnel and Fringes:**

The City of Toledo will be utilizing a combination of administrative, direct program, other direct and match for program personnel costs. A portion of the in-house staff salaries will be utilized toward match in the amount of \$349,773.43. The source of the match will be the City's Community Development Block Grant entitlement dollars (CFDA 14.218). The City's CDBG funding cycle is from July 1 – June 30. CDBG entitlement funding for PY2020 will total \$7,570,178.

| <b>Personnel (Direct Labor)</b>                 | <b>Full Time Hours x's 3.5 year</b> | <b>Time spent on LBPFC Grant</b> | <b>Estimated LBPFC Hours</b> | <b>Rate per Hour</b> | <b>Estimated LBPFC Cost</b> | <b>Estimated Match Cost</b> |
|---|-------------------------------------|----------------------------------|------------------------------|----------------------|-----------------------------|-----------------------------|
| Position or Individual                          |                                     |                                  |                              |                      |                             |                             |
| <b>Authorizing Official</b>                     |                                     |                                  | <b>364</b>                   |                      |                             | <b>\$22,750.00</b>          |
| Rosalyn Clemens                                 | 7,280                               | 5%                               | 364                          | \$62.50              |                             | \$22,750.00                 |
| <b>Program Director (1)</b>                     |                                     |                                  | <b>1,456</b>                 |                      | <b>\$62,999.66</b>          |                             |
| Tiffanie McNair                                 | 7,280                               | 20%                              | 1,456                        | \$43.27              | \$62,999.66                 |                             |
| <b>Program Manager (1)</b>                      |                                     |                                  | <b>7,280</b>                 |                      | <b>\$261,497.60</b>         |                             |
| Gerard Culkowski                                | 7,280                               | 100%                             | 7,280                        | \$35.92              | \$261,497.60                |                             |
| <b>Rehabilitation Program Officer (1)</b>       |                                     |                                  | <b>1,820</b>                 |                      | <b>\$60,078.20</b>          |                             |
| John O'Donnell                                  | 7,280                               | 25%                              | 1,820                        | \$33.01              | \$60,078.20                 |                             |
| <b>Rehabilitation Specialist (1)</b>            |                                     |                                  | <b>5,460</b>                 |                      | <b>\$169,806.00</b>         |                             |
| Robert Sciplin                                  | 7,280                               | 75%                              | 5,460                        | \$31.10              | \$169,806.00                |                             |
| <b>Rehabilitation Technicians (3)</b>           |                                     |                                  | <b>10,920</b>                |                      | <b>\$294,730.80</b>         |                             |
| John Metzger                                    | 7,280                               | 50%                              | 3,640                        | \$26.99              | \$98,243.60                 |                             |
| Scott Reynolds                                  | 7,280                               | 50%                              | 3,640                        | \$26.99              | \$98,243.60                 |                             |
| Phil Barbosa                                    | 7,280                               | 50%                              | 3,640                        | \$26.99              | \$98,243.60                 |                             |
| <b>Neighborhood Development Specialists (3)</b> |                                     |                                  | <b>3,276</b>                 |                      |                             | <b>\$101,883.60</b>         |
| Juenethia Fisher                                | 7,280                               | 15%                              | 1,092                        | \$31.10              |                             | \$33,961.20                 |
| Charles Turnbough                               | 7,280                               | 15%                              | 1,092                        | \$31.10              |                             | \$33,961.20                 |
| Vacant  | 7,280                               | 15%                              | 1,092                        | \$31.10              |                             | \$33,961.20                 |
| <b>Lead Coordinator (1)</b>                     |                                     |                                  | <b>728</b>                   |                      | <b>\$26,149.76</b>          |                             |
| Stephani Beebe                                  | 7,280                               | 10%                              | 728                          | \$35.92              | \$26,149.76                 |                             |
| <b>Relocation Officer (1)</b>                   |                                     |                                  | <b>1,092</b>                 |                      |                             | <b>\$33,961.20</b>          |

|  |       |     |              |         |                     |                     |
|--|-------|-----|--------------|---------|---------------------|---------------------|
| Denise Russell                               | 7,280 | 15% | 1,092        | \$31.10 |                     | \$33,961.20         |
| <b>Historical/ Environmental Officer (1)</b> |       |     | <b>1,820</b> |         | <b>\$60,078.20</b>  |                     |
| Andrew Sager                                 | 7,280 | 25% | 1,820        | \$33.01 | \$60,078.20         |                     |
| <b>Clerk Specialist I/Clerical Staff (1)</b> |       |     | <b>3,640</b> |         |                     | <b>\$70,834.40</b>  |
| Wendy Pacer                                  | 7,280 | 50% | 3,640        | \$19.46 |                     | \$70,834.40         |
| <b>Senior Accountant/Fiscal Officer (1)</b>  |       |     | <b>1,820</b> |         |                     | <b>\$60,078.20</b>  |
| Zach Lohman                                  | 7,280 | 25% | 1,820        | \$33.01 |                     | \$60,078.20         |
| <b>Finance Account Clerk II (1)</b>          |       |     | <b>1,456</b> |         |                     | <b>\$30,546.88</b>  |
| Jon Sherer                                   | 7,280 | 20% | 1,456        | \$20.98 |                     | \$30,546.88         |
| <b>Administrative Technician (1)</b>         |       |     | <b>1,165</b> |         |                     | <b>\$29,719.15</b>  |
| Melody Bell                                  | 7,280 | 16% | 1,165        | \$25.51 |                     | \$29,719.15         |
| <b>Total Direct Labor</b>                    |       |     |              |         | <b>\$935,340.22</b> | <b>\$349,773.43</b> |

| <b>Fringe Benefits</b>                       |  |  | <b>Rate (%)</b> | <b>Base</b>  | <b>Estimated LBPHC Cost</b> | <b>Estimated Match Cost</b> |
|--|--|--|-----------------|--------------|-----------------------------|-----------------------------|
| <b>Program Director (1)</b>                  |  |  |                 |              | <b>\$17,639.91</b>          |                             |
| Tiffanie McNair                              |  |  | 28%             | \$63,000     | \$17,639.91                 |                             |
| <b>Program Manager (1)</b>                   |  |  |                 |              | <b>\$75,834.30</b>          |                             |
| Gerard Culkowski                             |  |  | 29%             | \$261,498    | \$75,834.30                 |                             |
| <b>Rehabilitation Program Officer (1)</b>    |  |  |                 |              | <b>\$18,624.24</b>          |                             |
| John O'Donnell                               |  |  | 31%             | \$60,078     | \$18,624.24                 |                             |
| <b>Rehabilitation Specialist (1)</b>         |  |  |                 |              | <b>\$52,639.86</b>          |                             |
| Robert Sciplin                               |  |  | 31%             | \$169,806.00 | \$52,639.86                 |                             |
| <b>Rehabilitation Technicians (3)</b>        |  |  |                 |              | <b>\$97,261.16</b>          |                             |
| John Metzger                                 |  |  | 33%             | \$98,243.60  | \$32,420.39                 |                             |
| Scott Reynolds                               |  |  | 33%             | \$98,243.60  | \$32,420.39                 |                             |
| Phil Barbosa                                 |  |  | 33%             | \$98,243.60  | \$32,420.39                 |                             |
| <b>Lead Coordinator (1)</b>                  |  |  |                 |              | <b>\$7,583.43</b>           |                             |
| Stephanie Bebe                               |  |  | 29%             | \$26,150     | \$7,583.43                  |                             |
| <b>Historical/ Environmental Officer (1)</b> |  |  |                 |              | <b>\$10,867.58</b>          |                             |
| Andrew Sager                                 |  |  | 32%             | \$33,961     | \$10,867.58                 |                             |
| <b>Total Fringe Benefits</b>                 |  |  |                 |              | <b>\$280,450.49</b>         |                             |

Fringe benefits include Public Employees Retirement System contribution, Medical/Health Insurance, Workers Compensation, Medicare and development. For staff positions used as

match, only direct salary costs will used; fringe benefits will not be used as match or paid by HUD share.

The DON's Housing Division has been structured to provide easy access and work flow for housing development activities and is responsible for the development and/or renovation of residential housing units. In order to utilize the expertise and experience of all housing staff, personnel are cross trained and work on a variety of projects with varying funding sources, which alleviates the need for personnel to be singularly focused and dedicated to one project. This also allows for "best practices" to be contributed to and utilized by all Department of Neighborhood housing projects.

Responsibilities of DON personnel were developed in order to provide significant internal controls with every program managed and administered by the Department.

**Authorizing Official / Department Director:** Rosalyn Clemens, provides oversight of all department operations both fiscal and programmatic; directs all core staff involved in the program; authorizes all fiscal and accounting operations; provides direction to core fiscal staff. **(\$22,750.00 Admin 100% all time used as match)**

**Program Director:** Tiffanie McNair, Housing Commissioner, will provide managerial direction to the core staff involved in the Lead grant including but not limited to the Program Manager, the Rehabilitation Specialist and the Rehabilitation Technicians; Plan, organize, direct, assign, coordinate and review the work of the Program Manager and other key personnel in the grant; Develop contracts and agreements, participate in local and state groups to address lead and healthy homes; as the Program Director she will commit 20% of her time to this grant.( funded through HUD share).  
**(\$80,639.57 Admin 100%)**

**Program Manager:** Gerard Culkowski will manage day-to-day operations of the LBPHC grant program, perform final review and eligibility approval of applicants; work with financial, clerical, and lead hazard control personnel; participate in contractor recruitment; monitor grant participants' progress, including progress meetings, assessments, specifications review, cost estimating, cost reasonableness of lead hazard work, final inspections, and contractor service procurement; Manage program staff; Review, revise and refine application process as needed; Review unit files to confirm eligibility and completeness prior to first cost; work with RPO on bid process, contractor development, etc. Participate in bid award process; coordinate ongoing lead staff training; Act as community liaison for networking and outreach, act as point of contact for agency; develop staff and agency training; review contracts; maintain data collection and reporting. Mr. Culkowski will commit 100% of his time to the project (funded through HUD share).  
**(Admin \$67,466 - 20%, Staffing/Direct \$168,665.95-50%, Other Direct Program \$101,199 – 30%)**

**Rehabilitation Project Officer (RPO)** John O'Donnell will provide supervision to rehabilitation staff; work with the PM to review and establish policies for compliance with lead paint hazard control issues; work with LHR RS/RT, contractors, and property owners

on projects; prepare/maintain contractor database; coordinate contractor activities; contractor service procurement; provide assistance to RS in LI/RA. He will commit 25% of his time to the project. (**Admin \$3,935.21-5%, Staffing/Direct \$35,416.10-45%, Other Direct Program \$39,351.22 – 50%**)

**Rehabilitation Specialist (RS):** Robert Sciplin will perform lead risk assessments, paint inspections, environmental sampling, Healthy Homes assessments, review specifications, cost estimating, cost reasonableness of lead hazard work, final inspections, and contractor service procurement. (**Admin \$11,122.29-5%, Staffing/Direct \$211,323.57-75%**)

**Rehabilitation Technicians (RT):** RT's are licensed lead abatement contractors, HHRS certified and one is a state licensed lead assessor. RT's conduct all preliminary unit inspections, including the 29 point HHRS inspection, and work in conjunction with the rehabilitation specialist to develop work specifications, prepare cost estimates, and monitor construction progress for all rehabilitation programs. Three RT's (John Metzger .5 FTE, Scott Reynolds .5 FTE and Phil Barbosa .5 FTE) will devote a total of 1.5 FTEs to the program. (**Staffing/Direct \$391,991 100%**)

**Neighborhood Development Specialists (NDS):** coordinate the intake, review, approval and training process for applicants, including follow up on referrals, soliciting and securing appointments with applicants, the intake, verification of income, authorizing inspections and historical/environmental reviews, request and review of title work and appraisals, preparation of applicable closing documents, scheduling of and completion of closings, process contractor payments, and verify all final contract documentation and maintenance of records and files. Three NDSs: Ms. Fisher, Mr. Turnbough and an NDS to be filled, will commit 15% of their respective time to the project. (**\$101,883 all time used as match-Direct**)

**Lead Coordinator (LC):** is a new position as of September 2020 and was developed to coordinate, direct, and facilitate initiatives that accomplish the goal of a lead safe Toledo. This position is held by Stephanie Beebe. Her position is responsible for developing lead poisoning prevention education, outreach and communication activities including marketing and public awareness strategies. Additionally the position will be responsible for fundraising and resource development for sustainable financing and enhancement of cross agency collaboration. The position will devote 10% of time on the grant. (**Staffing/Other \$33,733 100%**)

**Relocation Officer (RO):** Denise Russell, as the RO, will maintain compliance with LBP Temporary Relocation and the Uniform Relocation Act (URA) of 1970, and will provide relocation assistance to affected families from their homes to relocated units during the lead abatement process. She will commit 15% of her time to the project. (**\$33,961 all time used as match-Direct**)

**Historical/Environmental Officer (HEO Historical Review Specialist (HRS):** Mr. Sager ensures that the City of Toledo meets all environmental review requirements for 24 CFR part 58, including all public notices; and insures that the City of Toledo meets Section

106 requirements. Mr. Sager conducts historic reviews; recommends project alternatives to avoid or reduce project impact on historic properties; plans and implements appropriate survey methods for use in historical evaluation of properties. He will commit 25% of his time to the project. **(Staffing/Direct \$67,398.49– 95%, Other Direct Program \$3,547.29– 5%,)**

**Clerical support staff:** Wendy Pacer addresses all intakes and inquiries into the Lead program. She provides applications to potentially eligible applicants and immediately schedules an appointment (at least two weeks out) with the assigned NDS. She prepares lead correspondences, and assists personnel with processing lead projects from the intake through construction, including mailing applications, printing of contracts, grant agreements and restrictive covenants for signature. She collects all required documentation after a contract closing and submits for the City’s contract signature process and purchase order release. She will commit 50% of her respective time to the project. **(\$78,041 all time used as match-Direct)**

**Senior Accountant:** Zachary Lohman will ensure proper grant fund accounting; maintain integrity of all lead grant expenditures; supervise drawdowns; manage the fiscal process to ensure timely payments to contractors; provide oversight of procedures, oversee the preparation of detailed and summary financial information for projects and federal reports and provide accounting information to the Program Manager. Mr. Lohman will commit 25% of his time to the project. **(\$60,078 all time used as match- Admin)**

The following finance personnel from Administrative Services section of the Department of Neighborhoods will provide the financial support to the project and will process all requisitions and invoices, maintain those records for the contract, construction contractors’ and grantee sub-contractors payments, verify appropriateness of expenditures, reconcile Program Manager’s records and process budget adjustments as necessary:

**Finance Account Clerk II:** Jon Sherer, responsible for all accounts payable, will commit 20% of his time to the project. **(\$30,346 all time used as match- Admin)**

**Administrative Technician:** Melody Bell, responsible for LOCCS draws, will commit 16% of her time to the project. **(\$29,719 all time used as match-Admin)**

**Travel**

**Transportation – Airfare \$7,200 (Admin)**

OLHCHH required travel the Program Director and Program Manager; calculated for one start up conference and six additional annual lead conferences (two conferences per year). Conservatively calculated at a unit cost of \$600. **(\$7,200 Admin)**

**Transportation / Other \$23,775 (Admin)**

- Conference registration - costs associated with registration fees for six annual OLHCHH lead conferences, calculated for the PD and PM (two conferences per year) calculated at a unit cost of \$200 (**\$2,000 Admin**)

Conference Lodging- overnight stay for start up and six required OLHCHH conferences averaging four nights per conference for the PD and PM at \$226.09 a night. (**\$10,396 Admin**)

Mileage to Airport- travel mileage for two key program staff to nearest metro airport for six required OLHCHH conferences. Approximately 176 miles round trip calculated at 1,056 miles @ \$0.54/mile. (**\$570 Admin**)

Conference airport parking- terminal parking during six required OLHCHH conferences calculated at four days per conference for two key program staff at \$23/day, 48 total days. (**\$1,104 Admin**)

Conference airport shuttle- transportation from airport to hotel during required OLHCHH lead conferences. \$25 per trip for the PD and PM, 12 round trips; \$300. (**\$300 Admin**)

Lead Licensing Training/Recertification Mileage- includes in-state travel mileage for LBPHC staff to attend State of Ohio approved lead contractor and lead assessor license certification and re-certification classes. Training is not provided locally and with travel to the nearest training site, is estimated at 260 miles round trip (6 recertification classes and two initial training classes for a total of 2,081 miles @ \$0.54/mile). (**\$1,124 Other Direct Program**)

Lead Licensing Training Lodging- Lodging for State of Ohio Lead Assessor and Lead Contractor training will only be required for initial Lead Assessor and Lead Contractor licensing training. Training courses are five days and lodging is calculated for two, four night stays at an estimated \$70/night. (**\$560 Other Direct Program**)

**Per Diem or Subsistence \$3,630 (\$2,640 Admin / \$990 Other Direct Program)**

OLHCHH conferences- out of state per diem totals \$55 per day (standard federal rate) for the PD and PM for the NGO and five additional conferences (three meals a day and a tip). \$2,640 (**\$2,640 Admin**)

Lead Licensing Training Per Diem meals - in-state per diem totals \$37.95 per day for 18 days (three meals a day and a tip). Calculated for City staff for license re-certification and initial state of Ohio certified Lead assessor and contractor licensing training \$683.10 (**\$683 Other Direct Program**)

**Equipment \$47,600.00 Other Program**

Purchase of two X-Ray Fluorescence (XRF) analyzers at \$16,000 each / total \$32,000. (**\$32,000 Other Direct Program**)

Maintenance of two X-Ray Fluorescence (XRF) analyzers (a total of two resourcings, in year three) at \$7,500 each / total \$15,000. **(\$15,000 Other Direct Program)**

Purchase of one Lead in Air Sample Pump Kit for contractor tool loan for unit air sampling at \$600. **(\$600 Direct)**

#### **Consumables \$4,029 Admin**

General Office Supplies: File folders, note pads, pens, paperclips, etc. calculated conservatively at \$4,029. **(\$4,029 Admin)**

**Contracts and Subgrantees/Subrecipients (\$3,411,353 – Direct, \$211,406 – Other Direct Program, \$450,226-Match)**

#### **Subrecipients**

**Lucas County Regional Health District** – Provide for the development and maintenance of a lead-safe registry, provide free blood lead testing for children 6 months up to 6 years old residing in units enrolled in the program, provide lead outreach and education at community events. **(\$75,000 Other Direct Program)**

#### **Contractors**

**Marketing** – costs in support of the program’s strategic communications plan with the goal of preventing and reducing childhood lead poisoning. The program intends to launch a full-scale public awareness campaign with the goal of preventing and reducing childhood lead poisoning. This strategic communications campaign will include: Marketing and Public Relations Campaign Development, Public Relations Activities, Design and Print Development, a significant Social Media Presence, Radio Advertising/PSA Placement, Broadcast Television/Cable TV Advertising /PSAs and website enhancement. \$80,000. **(\$80,000 Other Direct Program)**

**Dell Group, Inc aka Lead Experts-** will provide contracted training for:

DON Lead Contractor refresher training for 5 Department of Neighborhood program staff – @ \$225. \$1,125;

DON Lead Assessor refresher training for 5 DON program staff – 5 @ \$225. \$1,125;

DON Initial Lead contractor training for 2 DON program staff – 2 @ \$865. \$1,730;

DON Initial Lead Assessor training for 2 DON program staff – 2 @ \$350; \$700

Periodic and consistent Lead contractor/worker training – 7 @ \$7,000; 46,480

**(\$51,156 Direct)**

**ODH Licensing-** DON Lead Contractor Licensing for 7 Department of Neighborhood (DON) program staff- Continued lead contractor licensing for the Department of Neighborhood’s program staff \$500 / unit state fees. \$3,500;

DON Lead Assessor Licensing for 7 Department of Neighborhood program staff-

Continued lead licensing for the Department of Neighborhood’s Rehabilitation

Specialists \$250 / unit state fees. \$1,750; **(\$5,250 Direct)**

**Accurate Analytical Testing LLC-** contracted to perform Pre/Post Dust and Soil Samples covers all lab testing associated with each individual lead unit. Assessment test @ averaged at \$181 for both pre and post dust wipe testing. 180 units @ \$181; \$32,580. **(\$32,580 Direct)**

**Lead Contractors** -State of Ohio Lead licensed contractors who are awarded contracts through the program's rotating award schedule. The total amount budgeted for 175 units at \$21,880 per unit totaling \$3,829,000. **(\$3,378,773.43 Direct; \$450,226 Match)**

**Other Direct Costs \$82,936 HUD share**

**Relocation-** Funding has been budgeted to assist 140 occupied rental units with relocation expenses related to lead clearance activities. Based on a daily rate of \$125 and maximum relocation of 4 days, 140 units @ \$125 x 4 days. \$70,000 **(\$70,000 Direct)**

Postage is based on historic costs and number of pieces; 7,702 pieces at \$.55. \$4,236 **(\$4,236 Admin)**

Printing is based on historic costs and number of pieces; 24,004 @ \$.10. \$2,400 **(\$2,400 Admin)**

Recorded Restrictive Covenant – The assistance through the LBPHC program is provided as a grant. However, a three-year restrictive covenant is recorded on the property to ensure continued occupancy of low- to moderate-income households and leasing priority to households with children under the age of six years old (in the case of a rental unit) through the three years.

The covenant is transferrable and in the event the owner sells the property to an owner occupant, the sales price will be affordable to households with incomes at or below 80 percent of the area median income as adjusted for family size and as established by HUD ("Low Income Households") and the property will be sold to a Household at or below 80 percent of Area Median Income (AMI).

If the property is sold to an owner investor, the lease restrictions for tenancy will remain in effect until the end of the original covenant (3-year period), i.e. affordable to households whose income is not more than 80% of AMI. Vacant units will be affirmatively marketed to low-income families with children under the age of six.

Total costs to record the Restrictive Covenant for the 175 units at Lucas County Recorder Office calculated @ \$36.00 per Restrictive Covenant. \$6,300. **(\$6,300 Direct)**



