

# Lead Safe Ohio Program

Creating lead-safe homes for more of Ohio's children and families

## GUIDELINES and APPLICATION

**Construction Standards Construction**, activities carried out under the Lead Safe Ohio program shall be subject to the rules set forth in the Residential Rehabilitation Standards (RRS) or the Residential Code of Ohio as well as any local building Page 4 of 10 codes and regulations. Absent local building codes and regulations, the Residential Code of Ohio shall be the minimum standard applied. Ohio Department of Development encourages Lead Safe Ohio grantees to source Ohio-manufactured windows, doors, and other building materials whenever practical.

**Minimum Window Requirements**, windows installed with the Lead Safe Ohio Program must at minimum be Energy Star rated vinyl, aluminum clad or wood material. Wood may only be used in historical district or where required by local code. Vinyl windows shall be welded frame. Windows shall be multiple panes, low-E glass, and argon gas filled. Each window shall be a double hung, casement or slider window which is capable of egress. Exterior trim shall be wrapped with aluminum coil stock. All seams, edges and gaps are to be sealed using silicone caulk. Clean all interior trim and seal all gaps. Basement window replacement shall include the removal and disposal of all wood or metal components. Install glass block windows with a center vent. Seal all gaps with mortar or silicone caulk.

**Minimum Door Requirements**, Exterior doors installed with the Lead Safe Ohio Program must at minimum be Energy Star Rated steel or fiberglass material. Doors must include a keyed lockset, doorstop, deadbolt, and weather stripping. All exterior trim shall be wrapped with aluminum coil stock and all edges and seams must be sealed with silicone caulk.

1. **Project Eligibility Activities**, addressing childcare facilities and/or congregate shelters must only qualify the facility. Activities which directly serve a household must qualify the eligibility of the residents residing in the home and the age of the home.

2. **Facility Eligibility**, childcare facilities or congregate shelters facilities built on or before 1978 are eligible for Lead Safe Ohio program. Facilities built after 1978 are not eligible unless a lead hazard has been identified.
3. **Dwelling Eligibility**, residential dwellings built on or before 1978 are eligible for the Lead Safe Ohio program. Dwellings built after 1978 are not eligible. Eligible residential dwellings are single-family (1-4 units).
4. **Owner/Renter**, both owner-occupied and rental-occupied units are eligible. Eligibility is based on the criteria below of the owner- or renter household.
5. **Income Eligibility Grantees**, Households (owners and renters) with incomes at or below ~~80%~~ **120%** of the area median income (AMI) are eligible and shall be prioritized. Income limits must be considered when determining your eligibility for assistance for the Grant Program. Also, income must be ~~80%~~ **120%** below the median income issued for the City of Mansfield by the Federal Department of Housing and Urban Development (“HUD”).
6. **Housing Insecurity**, a household with an income over ~~80%~~ **120%** AMI can qualify for assistance if they provide documentation of housing insecurity. Housing insecurity for the purpose of the Lead Safe Ohio program is defined as the household uncertainty of safety and occupants could be jeopardized due to lead based paint concerns.

- Lead Based Paint concerns include chipping and peeling paint, and/or bare soil near failing paint.
- A lead hazard has been identified.
- Rental units where affordable housing could be taken off market due LBP concerns.

Home Value Limit, if the household is over ~~80%~~ **120%** AMI and has documented housing insecurity, the homes after rehabilitation value limit must be below the established limit of \$314,000 for households over ~~80%~~ **120%** AMI.

**Limits of Assistance**, including the cost of any proposed Lead Safe Ohio program funded program delivery costs and cleaning, but exclude funds being provided through other non-Lead Safe Ohio program grant programs

- Residential Limit \$50,000 per unit
- Facilities Limit \$100,000 per childcare facility or congregate shelter facility.

Complete Lead Safe Ohio guidelines are available at <https://development.ohio.gov/community/housing-and-homelessness/lead-safe-ohio-program>.

\_\_\_\_\_ Initial here to affirm you have received, read, and understand the Lead Safe Guidelines.

For additional information, refer to the **“Land Bank Rehab of Non-Land Bank Owned Property Guidelines.”**



# Richland County Land Bank

Court House, Lower Level One  
50 Park Avenue East  
Mansfield, Ohio 44902  
419-774-5623

[www.richlandcountylandbank.org](http://www.richlandcountylandbank.org)

## LEAD SAFE OHIO REHAB APPLICATION

*\*Application will NOT be processed if not completed in its entirety and it does not include required documents.*

### Applicant(s) Information

Name of Applicant(s): \_\_\_\_\_

Tax Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I own/manage properties in under the following names (i.e. Corporate/LLC, Business, Maiden, etc.):

\_\_\_\_\_

I own/manage properties in State/County: \_\_\_\_\_

List all properties owned: \_\_\_\_\_

\_\_\_\_\_

### **Funds are being requested for the following property:**

**Address:** \_\_\_\_\_

**Parcel No(s):** \_\_\_\_\_

### **LEAD SAFE OHIO - Check all that apply:**

- Residential – Owner Occupied Single Family
- Residential – Single Family being rehabbed for resale
- Rental – Residential Single Family
- Rental - Residential – Multi Family # of units \_\_\_\_\_ funds are being requested for
- Congregate shelters – provides temporary overnight shelter to individuals and families
- Childcare facilities
- Structure built before 1978 – if built after 1978 property is ineligible for this program

**LEAD SAFE OHIO ELIGIBLE EXTERIOR REHAB COMPONENTS check all that apply (requested Scope of Work):** *NOTE: At this time, we are offering exterior rehab only.*

- |  |   |
|--|---|
| <input type="checkbox"/> Wood window replacement             | <input type="checkbox"/> Fascia enclosure                   |
| <input type="checkbox"/> Wood exterior wood door replacement | <input type="checkbox"/> Porch component repair/replacement |
| <input type="checkbox"/> Wood siding enclosure               | <input type="checkbox"/> Roof replacement                   |
| <input type="checkbox"/> Wood soffit enclosure               | <input type="checkbox"/> Gutters and downspout replacement  |
| <input type="checkbox"/> Other _____                         |   |
| _____  |   |
| _____  |   |

- Demolition of detached structures with chipping and or peeling paint

**Income Qualifications:**

**Owner Occupants** – Property owner lives in unit to be rehabbed. Income limits must be considered when determining your eligibility for Lead Safe Ohio Program. Income must be ~~80%~~ **120%** of the median income issued for Richland County by the Federal Department of Housing and Urban Development (“HUD”). *\*\*If the household income is over ~~80%~~ **120%** AMI applicant must have documented housing insecurity.*

**Investment Property Owners** – Tenant(s)/purchaser(s) income limits must be considered when determining your eligibility for Lead Safe Ohio Program. **Owner must rent property to income qualified person(s) with documented proof to Land Bank on or before October 31, 2024 or funds will have to be returned to the Land Bank.** Tenant(s)/purchaser(s) income must be ~~80%~~ **120%** the median income issued for Richland County by the Federal Department of Housing and Urban Development (“HUD”). Investment Property owner must agree not to raise rents on tenants for first 12 months after rehab has been completed. A Lead Safe Ohio Lead Safe Ohio Rehab Mortgage and Note will be placed on Investment Property Owners property for the total amount of the grant. Lead Safe Ohio Lead Safe Ohio Rehab Mortgage and Note will be released upon property being rented for 12 consecutive months to income qualified tenant(s). If property is not rented or sold to income qualified individual(s), owner will be required to repay total rehab cost. *\*\*If the household income is over ~~80%~~ **120%** AMI applicant must have documented housing insecurity.*

**If property is unoccupied, Owner must rent or sell property to income qualified person(s) with documented proof to Land Bank on or before October 31, 2024 or funds will have to be returned to the Land Bank.** A Lead Safe Ohio Lead Safe Ohio Rehab Mortgage and Note will be placed on Investment Property Owners property, without tenants/purchaser, for the total amount of the grant. Lead Safe Ohio Lead Safe Ohio Rehab Mortgage and Note will be released upon property being rented for 12 consecutive months to income qualified tenant(s), or sold to income qualified purchaser. If property is not rented or

sold to income qualified individual(s), owner will be required to repay total rehab cost. **\*\*If the household income is over 80% 120% AMI applicant must have documented housing insecurity.**

**Non-Profits** must also provide written mission statement, names of Board members and staff, statement of financial position, proof of population served.

**120% Average Median Income (AMI)**

2024 HUD Income Limits (NOTE: Income limits will change as HUD updates this information)

Household Size (for >8, add 8% of the 4 person limit to the 8 person limit for each additional person)							
1	2	3	4	5	6	7	8
\$67,200	\$76,800	\$86,400	\$96,00	\$103,700	\$111,350	\$119,050	\$126,700

**\*\*Housing insecurity is defined as: lack of affordability – bulk of income spent on housing; lack of stable occupancy; and lack of safety and decency.**

The homes after rehabilitation value limit must be below the established limit of \$314,000.00 for the unit to be eligible for the Lead Safe Ohio program.

**I CERTIFY MY ANNUAL HOUSEHOLD INCOME IS:**

- I am an Owner Occupant with income at or below 120% AMI
- I am the Property Owner whose current tenants with income at or below 120% AMI
- I am the Property Owner who agrees to rent to tenants with income at or below 120% AMI
- I am the Property Owner who agrees to sell the property to owner occupants with income at or below 120% AMI
- I am an Owner Occupant Over 120% AMI

*Documented housing insecurity:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A Land Bank Housing Intake Officer will call you to set an appointment to fill out the required financial information. Bring to the appointment two (2) months of current income documentation (proof of income), all of your current bills owed including utilities, and copy of homeowners insurance.

Best phone number to you: \_\_\_\_\_

Call me in the:       morning       afternoon       either

The best time to meet with Housing Intake Officer to fill out financial information is (check all times that work for you):

- Monday mornings (8:00 am – Noon)
- Monday afternoons (Noon – 4:00 pm)
- Tuesday mornings (8:00 am – Noon)
- Tuesday afternoons (Noon – 4:00 pm)
- Wednesday mornings (8:00 am – Noon)
- Wednesday afternoons (Noon – 4:00 pm)
- Thursday mornings (8:00 am – Noon)
- Thursday afternoons (Noon – 4:00 pm)
- Friday mornings (8:00 am – Noon)
- Friday afternoons (Noon – 4:00 pm)

**Check all that apply – Answers include all properties owned/managed by applicant(s):**

- I have a history of codes or ordinance violations on property(s) I own and or manage.
- I have delinquent property taxes on property(s) I own.
- I had tax foreclosure case filed against me. If yes where: \_\_\_\_\_  
and when (list year(s)): \_\_\_\_\_

**Submitting an application does NOT commit Land Bank to rehab property. All applications will be considered by the Land Bank Board of Directors on a case by case basis.** The entire application including schedule and all supporting documentation must be received before the review process starts. Land Bank staff and Board will review and confirm that all rehab requests are in compliance with Land Bank Policies and Procedures, as well as falling within the available \*Funding Source guidelines. **Land Bank Board of Directors’ reserves the right to award, modify, or reject any application at its sole discretion as determined by the Board’s evaluation of application.**

\_\_\_\_\_ Initial here to affirm you understand, submitting an application does not commit Land Bank to rehab property.

**SIGNATURE(S)**

I/we understand that by filing this application, I/we am authorizing Land Bank to evaluate my actual ability to afford, to construct, maintain, pay property taxes and other expenses. I/we understand that the evaluation will include personal information. I/we have answered all questions on this application truthfully. I/we understand that if I/we have not answered the questions truthfully, my application may be denied and be disqualified from the Land Bank programs.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail or deliver completed application to:**  
**Richland County Land Bank 50 Park Avenue East, Mansfield, Ohio 44902**  
Application can be found online at: [www.richlandcountylandbank.org](http://www.richlandcountylandbank.org)

## Richland County Land Reutilization Corporation

### REHAB OF NON-LAND BANK OWNED PROPERTY GUIDELINES

Richland County Land Reutilization Corporation (Land Bank), in an effort to prevent blight and to made a positive impact in our community, will be offering non-Land Bank owned property owners assistance with rehab based upon any/type of available Funding Sources at our disposal.

Board of Directors may determine additional project guidelines based upon available \*Funding Source guidelines. *Richland County Land Bank reserves the right to limit rehab project scope of work based upon but not limited to available experience, available contractors, and timelines.* **Land Bank may not offer all services listed in \*Funding Source guidelines.**

***All applications will be considered by the Land Bank Board of Directors on a case by case basis.*** Land Bank staff will review and confirm that all rehab requests are in compliance with Land Bank Policies and Procedures, as well as falling within the available \*Funding Source guidelines. Land Bank Board of Directors' reserves the right to award, modify, or reject any application.

**Land Bank is NOT committed to any rehab work until a signed written agreement, scope of work and release of liability has been agreed upon and entered into.**

#### **Eligible Scope of Work**

1. Scope of work will be determined on a case by case basis and must meet \*Funding Source guidelines. *Richland County Land Bank reserves the right to limit rehab project scope of work based upon but not limited to available experience, available contractors, and timelines.*
2. Requested scope of work may be modified in writing with Board Approval.

#### **Eligible Applicant**

1. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have any property(s) that has any un-remediated citation or a history of violation of local codes and ordinances.
2. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not owe any money to city, county, state entities for abatement of code violations.
3. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not own or manage any real property that is tax delinquent in Richland County or any other county.
4. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have had a tax foreclosure case filed against them within the past 10 years.
5. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have had a property demolished with city, county, state, or Land Bank funds within the past 20 years.
6. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must be able to show proof all mortgages payments and utility payments (including trash service) are current.



7. Applicant and/or applicants business, LLC, Corporation, Company or any other such affiliated entity must not have any unpaid liens against any property owned.
8. Eligible Applicant must meet \*Funding Source guidelines eligibility requirements.

### **Eligible Property**

1. Eligible property must meet \*Funding Source guidelines eligibility requirements.
2. Property must have working utilities, unless utility rehab is included in scope of work.
3. Interior and exterior of the property must be free of (1) abandoned vehicles (anything that does not have current plates, does not run, is missing tires/wheels, motor, transmission and anything that has not moved within 30 days), (2) scrap tires, and misc. debris.
4. Property value, after rehab has been completed, must not exceed the following:
  - i. Total cost of the scope of work must not exceed one and one-half (1 ½) times value as determined by the Richland County's Auditor's Valuation, or
  - ii. Total cost of the scope of work must not exceed the value of 3 comparable sales in the previous 12 months within 1 mile of property, the property owner must provide comparable sales information, or
  - iii. Total cost of the scope of work must not exceed the value of a written appraisal, the property owner must provide appraisal from a licensed appraiser.

#### **Or**

- iv. In accordance with applicable \*Fund Source guidelines
5. Property must be insurable prior to rehab work starting.
6. Property with condemnation and/or demo orders may not be eligible based upon reason for said orders.
7. Properties with Historic Significance and/or listed on the National Register of Historic Places, it is the property owner's responsibility to reach out to the local and state Historic Preservation authorities to prepare the preservation plan to be submitted along with application.

### **Construction Standards**

1. Construction activities shall be subject to rules set forth in the Ohio Building Code as well as must comply with all local building code and meet all of the \*Funding Source guidelines.
2. Warranties are the responsibility of the Contractor and material suppliers.

### **Eligible Contractors**

Land Bank Board of Directors will select qualified contractors based upon the following:

1. \*Funding Source guidelines eligibility requirements.
2. **Qualifications of Contractor:** Richland County Land Reutilization an Ohio 501(c)3 Non-Profit Corporation, **may** award a bid to the **Lowest Fully Responsive** and **Most Responsible** Contractor in accordance with the below criteria as determined by the Board's evaluation of the submitted bids in its sole discretion.
  - a) **Lowest:** Lowest price received without any conditional language.
  - b) **Fully Responsive:** If price complies with written specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the contractor a competitive edge.
  - c) **Most Responsible:** Includes, but is not limited to:
    - Contractor's financial position, including property, city, state and/or federal tax status, delinquent taxes may be a reason for disqualifying a contractor.
    - Current and/or past tax foreclosures.
    - Current and adequate insurance.



- Current Ohio workers' compensation.
- Adequate bid bond meeting all requirements of bid specifications.
- Judgment liens.
- Past and present law suits.
- Safety records.
- OSHA violations.
- EPA violations.
- Known experience.
- References' response to questions such as: Did the contractor complete work in a timely manner, if not why? As far as you know, did the contractor have adequate equipment and staff to complete your project, if not why? Did the contractor request change orders and why? Was the contractor professional with staff and other interested parties? Would you use this contractor again, if not why?
- Satisfactorily completing prior projects with City of Mansfield, Richland County, other Richland County municipalities and/or Land Bank including but not limited to quality of work performed, timeliness, past inter actions with City and County Code enforcement, and number of request for extension of time and change orders.
- Available equipment.
- Adequate manpower.
- Ability to execute work in accordance with all applicable specifications.
- Ability to comply with EPA, local, state, and federal laws.

Richland County Land Reutilization Board of Directors considers all contractors' proposals recognizing, but not excluding any contractor based upon, the importance of the following:

1. Significant Richland County economic presence.
2. Significant economic presence in surrounding counties.
3. Significant State of Ohio economic presence.

**Project Management**

1. Land Bank staff will oversee project progress.
2. Property owner will be required to sign Certificate of Satisfaction.

Application review will be based upon the above criteria as determined by Board of Directors evaluation of application in its sole discretion. Board of Directors reserves the right to waive any informality.

*\*Funding Sources will vary, guidelines of any existing funds will be available upon request.*

\_\_\_\_\_ Initial here to affirm you have received, read and understand the Land Bank Guidelines.

Updated 7/10/2024