

**Exhibit 1b: Scope of Work**  
**Wisconsin Windows Plus Program (WPlusP)**

January 1, 2020 thru June 30, 2020

for Contract between

City of La Crosse

and

Lead-Safe Homes Program, Division of Public Health (DPH)

Wisconsin Department of Health Services (DHS) (Grantor)

Room 145, 1 West Wilson Street, Madison WI 53702

**1. Eligibility requirements:**

Grantee may only enroll dwellings in the program that meet all of these eligibility criteria (a) privately owned; (b) built before 1950; (c) occupied by tenants or owner-occupants at or below 301% of the Federal Poverty Level; (d) occupied by tenants or owner-occupants who have at least one non-lead poisoned child under 19 years of age or pregnant woman, or a non-lead poisoned child under 19 years of age or pregnant woman who visits regularly (e.g. home of a family member, relative or child care where a child spends 3 hours a day on two separate days a week and a total of 60 hours per year); (e) current on all property taxes or have a tax payment plan in place; and (f) covered under a current homeowner's insurance policy for at least the value of the structure.

**2. Priorities for selecting among units eligible for enrollment:**

As their highest priority to protect children from further lead exposure, the Grantee will enroll housing (a) of children and pregnant women who are enrolled in Medicaid or BadgerCare Plus benefit plans (b) identified from specific target areas with high rates of both childhood lead poisoning and pre-1950 housing and (c) of children under age 6. All other housing that meets the eligibility requirements are considered lowest priority for enrollment.

**3. Number of dwelling units enrolled and funding limits on reimbursement for lead hazard reduction activities, administrative expenses and for risk assessment and clearance activities:**

Grantee commits to enroll four (4) properties into the program. The parties may change this number and amend the contract by mutual consent. Grantor will reimburse Grantee for expenses related to 1) renovating areas with deteriorated painted surfaces in the home using lead-safe renovators and 2) window replacement in homes with windows original to the structure in the expected 4 enrolled properties based on an average reimbursement for lead-safe renovation per property of \$15,000 per property. This includes the cost of relocating occupant families to comply with the Uniform Relocation Act.

In addition to these costs for lead-safe renovation activities, Grantor will reimburse Grantee a set "delivery cost" that covers the administrative and general program expenses incurred for these projects of \$3,500 per dwelling.

Grantor will also reimburse grantee for clearance and laboratory testing-related expenses, at \$300 per clearance activity and up to \$250 in laboratory costs related to clearance.

**4. Payment procedures:**

Grantee will send requests for payment to Elizabeth Truslow-Evans, c/o Lead-Safe Homes Program, Room 145, 1 West Wilson St., Madison WI 53703. Grantee will use forms LSHP will provide and will include sufficiently detailed receipts for expenses to request payment. Grantor will process requests for payment monthly.

**5. Training, education and outreach:**

Grantee may conduct outreach to recruit clients, occupants and property owners and educate clients about how to prevent lead poisoning provided that reimbursement for these activities will be considered administrative or management activities and thus included in the delivery cost/dwelling.

**6. Work flow, Grantor and Grantee responsibilities:**

Grantor will reimburse Grantee for expenses to seek out and conduct lead-safe renovation activities in privately owned housing occupied by non-lead poisoned children (under age 19) or pregnant women.

Grantee will do the following tasks:

1. Take applications, contact owners to determine their interest in participation, verify occupants' eligibility following the eligibility requirements for the program including age of residence, income, and eligibility of the child or pregnant woman.
2. Document the names and dates of birth for children under age 19 in residence.
3. In the event that a child or pregnant woman in the home is currently enrolled in a Medicaid or BadgerCare Plus benefits' plan, the grantee will enroll the property, if possible, in the Lead-Safe Homes Program instead.
4. Identify the year of construction from local tax assessor records, register of deeds or some other source. All enrolled dwellings must be built before 1950.
5. Negotiate with property owners about program issues. Make sure that owners understand occupant eligibility criteria, 15% owner contribution requirement (in the case of rental properties), relocation issues, how to comply and how to document compliance with the requirement that rental property be affirmatively marketed to low and moderate income families with young children for three years after the work is done (affordability period), and other issues and conditions for participation.
6. Inform WPlusP of project address and estimated costs and discuss funding availability.
7. Schedule visual assessment of the home with WPlusP.
8. WPlusP will produce job specifications for each enrolled home, and share these with the Grantee.
9. Keep records for state-certified lead companies who can bid on projects, including copies of staff state certification cards and proof of insurances (general liability, auto insurance, workers compensation).
10. Once Grantor and Grantee approve of work specs, work with the property owner to solicit bids for the renovation project from state-certified lead-safe companies who can do lead-safe renovation in Wisconsin.
11. Review and choose winning bid for lead-safe renovation work.
12. Ensure that contracts between the property owner and the successful state-certified lead company are signed.
13. Obtain any necessary approvals from other agencies that contribute funding or whose approval

is needed (e.g., County Board or other governing bodies, Wisconsin State Historic Preservation).

14. Obtain and provide information on the rental property owner for WPlusP to determine each rental property owner's contribution amount, which may be up to 15% of lead hazard abatement costs.
15. Obtain and provide to Grantor copies of receipts of payments made by rental owners directly to state-certified lead company as part of their property contribution.
16. Assure that occupants have been provided with appropriate relocation options, and arrange to pay the occupants' reasonable relocation costs.
17. Monitor worksites in progress to ensure that lead-safe renovation practices are being followed on the job, written work specifications are followed, occupant protection measures have been taken, and the work site is secured.
18. Communicate with job supervisor and a state-certified risk assessor to schedule a clearance inspection when the work is complete. Clearance must follow current HUD policy guidance for clearance testing (10 mcg/ft<sup>2</sup> for floors, 100 mcg/ft<sup>2</sup> for window sills and troughs). When risk assessor completes clearance, provide clearance reports to WPlusP (DPH), state-certified lead company, property owner and occupants. Grantee will obtain a receipt from owner indicating by their signature that they have received the clearance report. Grantee will send the clearance report and owner's signed receipt to Grantor when requesting reimbursement.
19. Document and send to Grantor all records of other leveraged funds used on the project with the request for final reimbursement for administrative expenses.
20. Keep all required dated records for six years.

#### **7. Reporting:**

(A) Grantee will report WPlusP activities to Grantor on a quarterly basis, on July 15, October 15, January 15 and April 15 using a reporting template that WPlusP will provide. These reports will include addresses for (1) dwellings enrolled, (2) dwellings where deteriorated surfaces and older windows have been evaluated (3) dwellings where clearance has been achieved after lead-safe renovation activities (4) dollars spent on lead-safe renovation work including property owner contributions and requests for reimbursement, and (5) education, outreach and training activities including the dates of events, and the number of persons who participated in each training or education or outreach event.

#### **8. Requirements for record keeping:**

Grantee will keep files for these projects for six years after each dwelling achieves clearance. These files will include the following information:

1. Dated and completed application from owners and dwelling occupants, including full names and dates of birth for children under 19 years of age and pregnant women.
2. Occupant signed acknowledgement when temporary relocation is needed during lead-safe renovation work, stating that the occupants know their rights and responsibilities regarding relocation and how the program will protect them.
3. Information used to establish/verify occupant family income and date that eligibility was determined or denied.
4. Signed and dated agreement from the owner of the dwelling unit to participate in the program. Rental property owners must acknowledge that they may be required to pay for a portion of the costs of the WPlusP related work (as a payment directly to a third party vendor for WPlusP-related work). Rental owners must also acknowledge that they must rent the units to families with low income children for three years or make the units available to such families for three

years after the work is completed.

5. If enrolled dwellings are located in a floodplain, (a) copies of property owner's flood insurance sufficient to cover at least the value of the lead-safe renovation work done on the property.
6. Visual Assessment, Work Specification Reports, WPlusP cost estimates for each property, and record of Grantor (DHS staff) approval for each visual assessment and lead-safe renovation work specifications.
7. Records documenting (when, how and to whom) Grantee sent work specifications to state-certified lead companies to solicit bids.
8. Records of the state-certified lead companies' bids and dates received.
9. Records for contractor hired to work on each enrolled dwelling, including:
  - (a) Copies of lead-safe renovator ID number(s) and/or certification cards,
  - (b) Insurance policies to include workers' compensation, general liability, pollution liability, and auto insurance. Records of lead companies' bids and dates received.
10. Contract between owner and the selected state-certified lead company.
11. Record of Grantee's activities to monitor WPlusP job(s) in-progress to ensure that contractors have the correct certifications, the lead-safe renovation work is done properly, occupant protection controls are in place and contractor knows how to request clearance investigation. These records may include photographs.
12. (a) Clearance reports, (b) records of who received these reports (state-certified lead company, property owner, occupant and DHS), (c) record of when and how occupants were notified to return to their residence, and (d) property owner's signed receipt for clearance reports.
13. Copies of Grantee requests to Grantor for reimbursement for specific WPlusP activities and documentation of payments.
14. Documentation of leveraged funds (a) for associated rehabilitation construction work for each dwelling enrolled in the project and (b) of total leveraged funds for the entire project including leveraged funds spent on administrative work, education, outreach, training, visual home assessment and clearance activities.