

Exhibit 1: Scope of Work
Wisconsin Lead-Safe Homes Program (LSHP)

January 1, 2020 thru June 30, 2021

for Contract between

City of La Crosse (Grantee)

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 1978; (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 Medicaid or CHIP-eligible child under 19 years of age or pregnant woman, or a 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) that are subject to lead hazard reduction work orders issued by a local health department. Secondary priorities for enrollment include (b) housing of children with blood lead levels meeting the Wis. Stat. 254.11(9) definition for lead poisoning ($\geq 5 \mu\text{g}/\text{dL}$) that are not subject to lead hazard reduction work orders and (c) housing identified from specific target areas with high rates of both childhood lead poisoning and pre-1950 housing. 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 8 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 reducing lead hazards in the original expected 8 enrolled properties, based on an average reimbursement for lead hazard reduction per property of \$25,000 and an average cost of relocating occupant families to comply with the Uniform Relocation Act of \$2,000 per family. ($8 \times \$27,000 = \$216,000$)

In addition to these costs for lead hazard reduction 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. ($8 \times \$3,500 = \$28,000$)

Grantee may also request separate reimbursement for risk assessment, laboratory testing, and clearance expenses, where these work products are not reimbursable by Medicaid and have been approved by LSHP staff. (\$12,800 total)

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.

Grantor may provide separate reimbursement for training workers and local residents that the Grantee recruits to become certified risk assessors, lead abatement workers, and lead abatement supervisors provided several conditions are met (1) Grantor staff has approved the proposed training in advance, (2) those receiving the training or their employers commit in writing to conducting or bidding on lead abatement projects in La Crosse County within the next year, (3) Grantor will honor requests for reimbursement only for persons who have taken the required training and taken and passed the exam and paid the fees to become state-certified as risk assessors, lead abatement workers or lead abatement supervisors. (\$20,100 total for training costs for up to 20 supervisors, workers and lead safe renovators, as well as their related certification costs)

6. Work flow, Grantor and Grantee responsibilities:

Grantor will reimburse Grantee for expenses to seek out and address lead-based paint hazards in privately owned housing occupied by Medicaid or CHIP-eligible children under age 19 or pregnant women.

Grantee will do the following tasks:

1. Collaborate with the La Crosse County Health Department in your area to market the program in the City of La Crosse and identify properties that are eligible for services under the program.
2. 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 Medicaid or CHIP-eligibility of the child or pregnant woman. Where possible, collaborate with the La Crosse County Health Department or the LSHP to verify that properties meet income and MA/CHIP eligibility requirements.
3. Document the names and dates of birth for children under age 19 in residence.
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 1978.
5. Negotiate with property owners about program issues. Make sure that owners understand occupant eligibility criteria, 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 LSHP of project address and estimated costs and discuss funding availability.
7. Collaborate with the La Crosse County Health Department to schedule a risk assessment (RA) or schedule an RA using a risk assessor approved by LSHP.
8. Risk assessor draft risk assessment, then submit to Grantee staff for edits and approval. Risk assessors and/or grantee staff send draft copies of risk assessment and work specifications, using the LSHP provided template and job specifications, to LSHP staff for quality assurance review and final approval and copy the RA report to the Grantee. LSHP will review all risk assessments before bidding and tell the Grantee that it can be put out to bid. However, if LSHP staff does not complete this review within 48 hours, then Grantee may use draft risk assessment report as a final product.
9. Keep records for lead abatement contractors approved to bid to include current data such as references, copies of staff state certification cards, and proof of insurances (general liability, auto insurance, workers compensation and environmental liability insurance).
10. Once Grantor and Grantee approve of work specs, send risk assessment and work specs to owner and send work specs to approved lead abatement contractors for bidding.
11. Review and choose winning bid for lead abatement work.
12. Ensure that contracts between the property owner and the successful lead abatement contractor bidder are signed.
13. Obtain any necessary approvals from other agencies that contribute funding or whose approval is needed (e.g., City of La Crosse Community Development Committee or other governing bodies, Wisconsin State Historic Preservation).
14. Obtain and provide information on the rental property owner for LSHP to determine each rental property owner's contribution amount, which may be up to 15% of lead hazard abatement costs and can include an in-kind contribution.
15. Obtain and provide to Grantor copies of receipts of payments made by rental owners directly to lead abatement contractors as part of their property contribution.
16. Assure that lead abatement contractor has followed the occupant protection plan, 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 abatement certified workers and supervisors are on the job, that safe work practices are used, written work specifications are followed, occupant protection plan has been followed, the work site is secured and daily logs are kept.
18. Communicate with lead abatement contractor and risk assessor to schedule clearance inspection. When risk assessor completes clearance, provide clearance reports to LSHP (DPH), lead abatement contractor, 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. Identify and recruit private contractors and risk assessors interested in attending initial or refresher training for the a lead abatement worker, lead abatement supervisor, or risk assessor certification; organize trainings for these individuals; and maintain records on those lead workers whose training and/or certification costs were reimbursed by the Grantee.
20. Document and send to Grantor all records of other leveraged funds used on the project with the request for final reimbursement for administrative expenses.
21. Keep all required dated records for six (6) years.

7. Reporting:

(A) Grantee will report LSHP activities to Grantor on a quarterly basis, on July 15, October 15, January 15 and April 15 using a reporting template that LSHP will provide. These reports will include addresses for

(1) dwellings enrolled, (2) dwellings where lead hazards have been evaluated (3) dwellings where lead hazards have been reduced to achieve clearance (4) dollars spent on lead abatement-related 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 (6) years after each dwelling achieves clearance. These files will include the following information:

1. Dated and completed application from owner and dwelling occupants, including full names and dates of birth for Medicaid or BadgerCare Plus eligible children under 19 years of age and pregnant women.
2. Occupant signed acknowledgement when temporary relocation is needed during lead abatement work to fix lead hazards, 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 LSHP related work (as a payment directly to a third party vendor for LSHP related work or make an in-kind donation). Rental owners must also acknowledge that they must rent the units to families with Medicaid or BadgerCare Plus-eligible 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 hazard control work.
6. Risk Assessment, Work Specification Reports, LSHP cost estimates for each property, and record of Contactor (DHS) staff approval for each lead risk assessment and lead work specifications.
7. Records documenting (when, how and to whom) Grantee sent work specifications to certified lead abatement contractors to solicit bids.
8. Records of the lead abatement contractors' bids and dates received.
9. Records for contractor hired to work on each enrolled dwelling, including:
 - (a) Copies of lead abatement worker and/or supervisor certification cards,
 - (b) Insurance policies to include workers compensation, general liability, pollution liability, and auto insurance. Records of lead abatement contractor's bids and date received.
10. Contract between owner and the selected lead abatement contractor.
11. Copy of lead abatement contractor's notification to WI DHS regarding when and where they will conduct lead abatement work activities.
12. Record of Grantee's activities to monitor LSHP job in progress to ensure that certified abatement workers are on the job, the lead hazard reduction work is done properly, occupant protection plan is in place and contractor knows how to request clearance investigation. These records may include photographs.
13. (a) Clearance reports, (b) records of who received these reports (lead abatement contractor, 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.
14. Copies of Grantee requests to Grantor for reimbursement for specific LSHP activities and

documentation of payments.

15. 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, risk assessments and clearance activities.

DRAFT