

DOH 51860 BEHRP-FSS-SFY24-25-Lead-Safe Housing Fund Community Primary Prevention-ODH Sub RFP
Inquires 5/4/2023

Please see the questions below and responses in red font.

1. The Pre-Proposal Conference – is this just a call-in number or will there be a Zoom link sent?
Pre-Proposal Conference Date: May 8, 2023, at 2 p.m. Optional Conference Call, Phone Number +1 614-721-2972, Phone Conference ID: 484 550 584#
2. The Cost Proposal – is there a particular format you would like this in? Microsoft Word or PDF
3. What is the RFP number that must be included in the submittal? 51860
4. Section 2.4: Will we be required to use State licensed Lead Abatement Contractors when conducting lead hazard control activities in homes? Or will we will be able to use Certified RRP contractors when conducting lead hazard control activities in homes? Or will have the option to use either a State Licensed Lead Abatement Contractor or a Certified RRP (Renovation, Repair, & Painting) Contractor?
Lead abatement contractors must perform lead abatement or lead hazard control work. Lead safe renovation can be performed by certified RRP contractors.
5. Can one agency complete 2 applications? For instance, one division under the agency would apply to use the funds for outreach about lead abatement and lead hazards and one division under the agency would apply to use the funds for lead hazard control activities. Yes
6. Are there any eligibility requirements for the homes were we will be conducting lead hazard control activities (income, child under 6, etc.)? No, however, funds must be utilized in high-risk communities. Applicants are encouraged to follow a minimum standard (e.g., HUD Lead Hazard Control grant program policies) when executing the program. The funds can be used in tandem with other federal or state funds and can be used to enroll properties that may not be eligible for other low-to moderate income funding sources.
7. The solicitation references a pre-proposal conference on May 8, 2023, at 2 p.m. Is that mandatory or optional? Optional
8. Where will the pre-proposal conference be held (virtual or in-person), and are there any registration requirements for that conference? Virtual
9. The solicitation states that organizations, entities, and agencies are eligible to apply for this program. What entities/organizations/agencies does that include (e.g., local government, state government agencies, nonprofit organizations, tribes, tribal organizations)? See answer to Question 10.
10. Are there any entity/agency/organization types that are not eligible to apply for this program? No.

11. I am hoping to clarify the proposal submission deadline time, as the solicitation mentions both 3 p.m. and 4 p.m. as the deadline time for proposal submission on May 18, 2023. **Due Thursday, May 18, 2023, by 4 p.m.**
12. Are there recommended formats for the “Technical Proposal” and “Cost Proposal”? The document entitled Attachment C – Proposed Work Plan and Budget Template appears to be a document that will summarize the proposal but doesn’t have room for details. There’s no place for the Company Narrative, Project Narrative, nor Cost Proposal. Should these sections be put in a separate document? **Yes, those sections should be put in a separate document.**
13. Is there page limit on the proposal or recommendations regarding its format (font size, margins)? **No**
14. Are there lower and upper limits on funds that can be requested? **The number of awards is determined based on the number of proposals received. A cap is also determined based on the number of proposals received.**
15. Are personnel salaries (program manager, principal investigator, etc.) eligible costs? **No, these are not eligible costs.** In Attachment C, the Proposed Budget section indicates that direct personnel, office supplies, and incentives are not eligible, but a couple of lines down “personnel” is listed as an example cost to include. Since we’re proposing to carry out teaching (health care providers) and outreach activities (training breastfeeding moms), this will be mostly personnel salaries for people to do that work and incentives for people to participate in the trainings. If none of those are eligible expenses, then this might not be the appropriate funding mechanism. I’m trying to figure that out. **It is recognized that staff are needed to carry out the activities. Staff costs (personnel, fringe benefits, indirect) should be built into cost of the activity. Using the example above, your agency sponsors a physician education event, the agency cost to sponsor the event should be invoiced to ODH. ODH encourages applicants to determine a flat rate for each of the activities it proposes, if applicable.**
16. What is meant as “administrative costs”? Is this the indirect (F&A) rate? **Supportive costs for an agency to operate the program. Administrative costs are capped at 10% of the total award.**
17. Staff for building out our lead program? Which would be a direct cost. **See answers to Question #15 and 23.**
18. Are there administrative costs? If so, is there a cap? **Administrative costs are capped at 10% and will be calculated based on the award amount. For example, if an award is made for \$100,000, \$10,000 can be used for administrative costs that support the program.**
19. What are the total number of awards anticipated by ODH for these services? Is there a cap on funding for any one award? **The number of awards is determined based on the number of proposals received. A cap is also determined based on the number of proposals received.**

20. As proposed changes to the FY24-25 biennial budget make their way through the legislature, will number of awards or cap amounts be adjusted accordingly? **Yes.**
21. Under scope of work, the work plan must incorporate at least three primary prevention strategies listed in Attachment B. Do the three strategies have to involve multiple categories listed in Attachment B, or can all three strategies involve just one category (Lead Hazard Control)? **ODH would like to see proposals that include multiple primary prevention strategies. All three strategies can involve just one category.**
22. Does the project work plan need a narrative or “Technical Proposal” in addition to a completed Attachment C? **No** And is a “Cost Proposal” needed in addition to a completed Attachment C? **Yes**
23. On the last page of Attachment C – Proposed Budget, there is a parenthetical (Direct personnel, office supplies, and incentives are not eligible costs), however in this same section under Primary Prevention Strategies/Activities – (All costs to administer activities/strategies must be built into this budget item, including personnel, supplies/materials, travel, etc.). Can you please clarify which costs are eligible and are to be listed on Attachment C? **ODH will not directly support a fully or partially funded staff with this funding source. It is recognized that staff are needed to carry out primary prevention activities. Personnel costs should be built into the cost of the activity. For example, if a staff member conducts a lead inspection, ODH will not directly fund a person to conduct lead inspections. ODH should be charged a flat rate that will cover all costs associated with conducting a lead inspection. Purchase of supplies and incentives are not allowable expenses.**
24. If grant funds are used for lead hazard control or RRP activities in a home, must the unit be occupied by a child (or must a child spend a certain amount of time in the unit)? If so, is there an age requirement for the child? **There are no stipulations regarding the presence of children in the home. However,**
25. If grant funds are used for RRP activities, must the unit pass a lead clearance exam meeting HUD standards (i.e. dust wipes with lab analysis) or can an RRP clearance (i.e. Cleaning Verification Procedure) be conducted to clear the unit? **At a minimum, the unit must pass the cleaning verification, although ODH encourages a lead clearance examination meeting the standards outlined in 3701-32-12 of the Ohio Administrative Code.**
26. If grant funds are used for RRP activities, must occupants be temporarily relocated? **No, although it is highly recommended.**
27. Can grant funds be used to temporarily relocate families from a unit where lead poisoning prevention work (hazard control and/or RRP) is occurring? **Yes.**

28. If grant funds are used for lead hazard control or RRP activities in a home, is there a maximum amount of funds that can be used per unit? **The maximum amount invested per unit cannot exceed \$50,000.**
29. Could you please define “evidence-based” as described in section 1.7 of the RFP? **Scientific studies supporting the selected primary prevention method is effective at preventing lead exposure. For example, cleaning using wet methods and HEPA vacuum has been proven to lower lead exposure.**
30. In addition to the terms outlined in this RFP, must subrecipients also comply with the ODH Grants Administration Policies and Procedures? **Yes**
31. If subrecipients use grant funds for subcontractors, must all subcontractors also comply with subrecipient requirements under this RFP? **Yes**
32. For equipment purchases, is there a dollar threshold over which permission must be sought from ODH program managers? **Equipment purchases should be outlined in the project workplan and budget. Approval of the workplan and budget provides permission for the purchase of the equipment. Work plan and budget revisions must be approved by ODH.**
33. Must audited financial statements be included with RFP responses to demonstrate financial condition? **No**
34. Are there income eligibility/guidelines for direct beneficiaries? **There are no income guidelines for the direct beneficiaries. However, primary prevention activities must be targeted at high-risk zip codes.**
35. Will the selected programs be advertised on ODH’s website to encourage participation? **No plans have been made to advertise selected awards because of the variability of the work plans and proposed projects.**