

**RESOLUTION RECEIVING PROPOSAL AND AWARDING TO OHIO REGIONAL DEVELOPMENT CORPORATION FOR PROFESSIONAL SERVICES (REHABILITATION INSPECTOR/LEAD RISK ASSESSOR) FOR THE PY 2023 COMMUNITY HOUSING IMPACT AND PRESERVATION GRANT PROGRAM (CHIP), PLANNING AND DEVELOPMENT**

WHEREAS, On May 24, 2023, one proposal was received for professional services (Rehabilitation Inspector/Lead Risk Assessor) for the PY 2023 Community Housing Impact and Preservation Program (CHIP); and

WHEREAS, Jake Brand, Director of Planning and Development, has recommended to award the proposal; and

WHEREAS, this Board would concur with that recommendation to award to Ohio Regional Development Corp., 200 Main St., Annex building, Coshocton OH 43812 for Professional Services (Rehabilitation Inspector/Lead Risk Assessor) with administering the PY 2023 CHIP Program; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the proposal be received and awarded in accordance with the copy now on file in this office.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2023-307**

**June 01, 2023**

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**Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.**

**VOTE:**

**Casey R. Kozlowski  
Kathryn L. Whittington  
J.P. Ducro IV**

**Aye  
Aye  
Aye**

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**PROPOSAL TO PROVIDE SERVICES FOR THE  
ASHTABULA COUNTY  
PY 2023 COMMUNITY HOUSING IMPACT AND PRESERVATION  
PROGRAM**

Ohio Regional Development Corporation will conform to all existing County regulations and policies, in addition to, those requirements of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program) and the Department's HOME Program, Ohio Housing Trust Funds (OHTF), as well as, the Ohio Department of Development, Office of Community Development (OCD).

**I. SCOPE OF WORK:**

The Ohio Regional Development Corporation proposes to undertake the following services:

**Rehabilitation Inspection Services:**

- Establish and maintain a program oversight effort to inspect the homes to be rehabbed before work is begun, during construction, and after construction is complete, but before payments have been approved.
- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability including but not limited to , Lead Safe Housing Screening Worksheet (RRS Appendix 7-A), and Property Inspection List (RRS Appendix 1-A)..
- Schedule inspections for lead paint, plumbing, and furnaces as needed.
- Subcontract with a duly licensed lead abatement contractor and risk assessor to perform a Lead Risk Assessment of the property, and perform a Lead Clearance on the property as needed.
- Undertake a "walk-through" of the projects with selected contractors.
- Provide and review with the County's Housing staff and officials as well as owners, written specifications and cost estimates for projects including a cost analysis for all work to be done including any lead abatement work required.
- Conduct contractor tours (pre-bid walk-throughs) of proposed projects.
- Conduct pre-construction meetings with the homeowner, contractor and CHIP Program Staff.
- Review contractor bids and submit the "lowest and best" bid recommendation on each.
- Conduct interim inspections to assure work is being properly undertaken and assist with any necessary day-to-day administration of the project, including all Lead Hazard Reduction activities, as well as assure progress payments are justified for all projects.

- Inform the County of any contractor in non-compliance with contract specification, and/or lack of good workmanship including the need to remove a contractor from project(s) if necessary, understanding that the County retains sole authority to suspend a contractor.
- Undertake clearance testing for Lead Hazard final inspection and authorize final payments on all projects
- Approve all contractor requests for payment and approve change orders
- Provide the County with copies of documentation generated by the Housing Rehabilitation Specialist in the completion of his contractual obligations.
- Be available for telephone consultation at appropriate and convenient times.
- Specialist will hold a license for Lead Risk Assessment.
- Meet as needed with homeowners, contractors and County staff to provide documentation/information for dispute resolution, if needed.
- Provide County staff with technical updates, documents, and materials relative to Rehabilitation standards.
- Provide before and after photos of the project
- Obtain contractor Liability and Workers Comp. Certificates as required.

The staff of the Ohio Regional Development Corporation will begin work on this project as directed by Ashtabula staff and after an agreement has been signed with the Board of Commissioners of Ashtabula County. The services of ORDC will coincide with the grant period of December 1, 2023 through April 30, 2026.

## **II. CONTRACT TYPE/COST OF SERVICES**

The contract between Ohio Regional Development Corporation and the Ashtabula County Commissioners will be a fixed fee based contract on itemized soft costs and administrative costs. ORDC is proposing two alternative cost of services proposals. The first is set forth below. The alternative proposal is set forth on the attached Cost Proposal Sheet. The costs are set forth below and are in accordance with regulations adopted by the Ohio Development Services Agency, Office of Community Development (OCD).

### **COST OF SERVICES**

#### **Proposal A**

##### **ADMINISTRATION: 12% of the grant charged per line item**

Ashtabula County in Partnership with the Cities of Ashtabula, Conneaut and Geneva, is eligible to apply for \$1,350,000 for PY 2023 funding, therefore allowable administration would be 12% of the grant, charged per line item equaling \$162,000. Ohio Regional Development Corporation's charge for Rehabilitation services would be 0.5% of the available administration dollars (\$6,750.00). The administration dollars of \$6,750.00 (0.5%) would be used to cover the administrative costs associated with the Rehabilitation Specialist. As well as post grant monitoring responsibilities.

In addition, ORDC would charge the Soft Costs set forth below for each project.

**SOFT COSTS (FKA IMPLEMENTATION)**

Ohio Regional Development Corporation would charge 50% of the applicable soft cost for each project for the rehabilitation inspector services and Ashtabula County would charge 50% of the applicable soft cost for each project for application intake/file management services.

Rehabilitation Project (Owner & Rental) = 20% of Project Hard Cost (50% ORDC/50% Ashtabula)  
Home Repair Project (Owner & Rental) = 25% of Project Hard Cost (50% ORDC/50% Ashtabula)

**Example:**

Private Owner Rehabilitation- Project Hard Cost = \$50,000

20% of project hard cost = \$10,000 (\$5,000 ORDC/\$5,000 Ashtabula)

The Soft Costs will cover the following duties:

- Client Intake and eligibility determination.
- Creating and managing specific case files/databases of applications and projects under contract.
- Entering all items required in OCEAN
- Preparing, filing, recording legal/financial documents for specific eligible cases.
- Inspecting and testing dwellings as required by CHIP Program guidelines (including, Lead Risk Assessments, Pre and Post Combustion appliance testing, furnace draft and temperature rise testing, leak testing for gas lines and air conditioning refrigerant, pest inspections, water/septic system testing, mold testing, and final lead wipe and visual clearance testing).
- Preparing specifications/work write-ups.
- Managing the contractor procurement process.
- Monitoring and managing the construction process and the private contractors.
- Responding to client's complaints.
- Costs associated with credit reports and title searches.
- Counseling of the specific clients assisted through a CHIP primary activity.
- If necessary, relocation of households during the construction process.
- Tier II Environmental Review including OHPO Clearance

**Post Grant Management:**

Following the close out of the grant, Ohio Regional Development will assist in doing follow ups that relate to audits, monitoring visits, and client questions. This will be done for a period of 2 years. This 2 year follow up is covered in the administration fee and this includes mortgage subordinations. Note, clients have a warranty period of one year on their work.

**Monitoring and record keeping:**

ORDC will assist with all monitoring visits and work to provide required data for those monitoring. ORDC will provide all record keeping of the files, and prepare vouchers for the County to pay the contractors through the County Auditor's office. ORDC staff will work with the County to use proper procedures and forms to accomplish the proper procedures and timelines.

**PROPOSAL B:** See Attached Cost Proposal Sheet.

**III. EXPERIENCE**

Ohio Regional Development Corporation has an extensive experience in preparing and submitting applications, administrating and implementing Community Housing Impact and Preservation Programs throughout the State of Ohio. In addition, ORDC has substantial experience in applications and administration of numerous other Community based grants throughout Ohio. The Supplementary Publication which is included herewith more completely describes our experience.

In addition to our Statewide experience, Ohio Regional Development Corporation has significant experience in providing Rehabilitation Specialist Services for the Ashtabula Partnership having performed said services for the 2017, 2019 and 2021 CHIP Program.

**IV. ADDITIONAL MATERIALS**

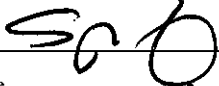
Included with this Proposal is a Supplementary Publication which outlines the Agency History, Areas of Expertise, Programs, Past Funding Experience, Additional Compliance Criteria, and Resumes of all involved personnel for Ohio Regional Development Corporation.



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Scott Hillis, Grants Director  
Ohio Regional Development Corporation

### Cost Proposal Sheet

Work Elements		Proposed Cost Per Unit
Owner Rehabilitation	Comprehensive Housing Review	\$ 500.00
	Lead Base Paint Risk Assessment	\$ 500.00
	Pest Inspection	\$ 100.00
	Historic Review	\$ 200.00
	Rehabilitation and Lead Work Write-up/ Specs.	\$ 1000.00
	Cost Estimate	included above
	Interim Inspections (progress/lead inspections)	\$ 2000 (up to 5)
	Change Order Inspections/Misc. Inspections	\$ 500.00
	Final Inspection	\$ 500.00
	Lead Clearance Test	\$ 500.00
	Conduct Pre bid walkthrough	\$ 500.00
	Conduct Pre Construction Meeting	\$ 500.00
Home Repair/	Initial Inspection	\$ 500.00
Rental Home Repair	Specifications & Estimates	\$ 1000.00
	Change Order Inspections/Misc. Inspections	\$ 500.00
	Final Inspection	\$ 500.00

Lead Contact Person: Dave Winner  
 Phone Number/Email: (740) 622-0529 dwinner@ordevelopment.com  
 Provider Name: Ohio Regional Development Corporation  
 Proposal Authorized By:   
 Signature: Scott Hillis  
 Name