



Instructions

This grant, if approved, provides \$15,000 for equipment and services for improvements to indoor heating, ventilation, and air conditioning (HVAC) systems.

You must complete all sections of the application. BWC will review your application to approve or deny the grant. Therefore, the information you provide on this application must describe the significance of the problem and the effectiveness of the proposed solution. BWC will return incomplete applications.

E-mail the completed application, budget page, and the statement of agreement to the address below. Include your vendor quote and other supporting documentation. Sections V (budget page) and VI (statement of agreement) requires signatures, employer's legal name, and principal business location. No erasures or white-out are permitted on this application.

Contact us

If you have questions about the application process, contact BWC via:

Phone: 1-800-644-6292.

Email: grants@bwc.state.oh.us.

Section I: Employer information

Name of employer: _____

Doing business as (DBA) name: _____

Address: _____

City: _____ State: _____ ZIP code: _____

County: _____

Employer contact name: _____

Title: _____ Telephone number: _____ Ext. _____

E-mail address: _____

Employer website: _____

Employer BWC policy number: _____ Federal tax ID number: _____

Section II: Demographic information and description of the problem

Demographic information

- 1. Describe your type of school facility, school district, or organization, e.g., public K-12, private preschool, or 9-12 charter school.
2. How many buildings or facilities in your organization are occupied by students?
3. How many students do you serve in your organization? What is their age range?
4. How many employees do you have in your organization?



Description of problem and proposed intervention

5. Describe the safety and health concerns that the proposed equipment will address.

6. Does your district have a School Emergency Management Plan on file for each facility? Yes No

If yes, date of most recent plan review _____

Section III: Description of solution

What qualifying expense categories does your intervention address? Select all that apply.

Inspection & Assessment

- Maintenance
- Ventilation
- Filtration

Improvement & Maintenance

- Maintenance
- Ventilation
- Filtration
- Secondary Device

Section IV: Implementation timeline

1. Provide the name and the title of the person responsible for implementation.

2. Provide the name and the title of the person responsible for training staff on the use of the equipment.

3. Provide the time it will take to order and deploy the equipment. **Note: You should not order the equipment until BWC approves the application and you receive the grant funds.**



Section V: Budget

Step 1: Please provide the proposed budget for the project.

Note: You may only use the SSSG-HVAC grant to purchase the items detailed on the SSSG-HVAC web page. You may not use the SSSG-HVAC grant for recouping the cost of any prior maintenance or rented or leased equipment. In addition, you may not use the SSSG-HVAC grant to pay for salaries, wages, internal labor, or any costs associated with preparing the application. You must make all grant purchases and implement the equipment within 90 days after the date on the BWC grant check or the electronic fund transfer. Note all itemized expenses associated with the project. Indicate exact costs, do not round figures. All budgets MUST have vendor price quotes attached for each individual item. You must subtract all discounts and equipment trade-ins from the project total.

Table with 4 columns: Item, Quantity, Cost, Total. Multiple empty rows for data entry.

Subtotal \$

Freight \$

Tax \$

Less discounts and trade-in amounts, including discounts on the vendor price quote. -

Total budget \$

Maximum of \$15,000, per BWC policy number.

Amount requested from BWC \$

Step 2: Complete the questions below and sign.

Do you have ownership, partnership, familial relationship, or any other affiliation with the vendor of the equipment being purchased?

If yes, please explain

By my signature, I agree to fully comply with the terms and conditions of the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal, and administrative penalties as the result of any false, fictitious, misleading, or fraudulent statements. I understand if funds are not used, misused, misapplied, misappropriated, or are used for purchases or services not associated with the approved budget and itemized proposal submitted, that I may also be subject to civil, criminal, and administrative penalties.

Name of duly authorized representative (please print):

Signature of duly authorized representative: Date: MM/DD/YY

Title:

Employer name: BWC policy:



List of Qualifying Expenses – Any of the below items are considered qualifying expenses. If you have questions about more specific items or are unsure if an item or service may qualify, please contact us at grants@bwc.state.oh.us.

Inspection & Assessment

Execution of deferred maintenance or repair

Maintenance
Facility Action
Engineering services, recommissioning, or retro commissioning of existing HVAC systems related to improving indoor air quality.
Servicing of HVAC or ventilation system to ensure ventilation and outdoor air intake systems are operating as intended.
Purchase of failed temperature, humidity, and CO2 monitoring for improved indoor air quality monitoring.

Ventilation
Facility Action
Recommissioning or retro-commissioning of existing ventilation systems related to improving or increasing ventilation.
Verification or review that the existing systems are providing code required ventilation (Ohio Mechanical Code/ASHRAE Standard 62.1 or ASHRAE 62.2).
Purchase of new temperature, humidity, and CO2 monitoring for improved indoor air quality monitoring.

Filtration
Facility Action
Purchase of MERV-13 or higher filters for HVAC systems to improve indoor air quality. **Note - Upon request a commissioning or engineering report from a certified commissioning provider (CxP) or Professional Engineer (PE) indicating the recommendation for increased filtration will not harm existing systems.

Improvement

Enhancement to an existing system/facility

Maintenance
Facility Action
Purchase of additional temperature, humidity, and CO2 monitoring for improved indoor air quality monitoring.

Ventilation
Facility Action
Improvements to building control system to allow for increased ventilation.
HVAC system modifications to allow for increased ventilation above the Ohio Mechanical Code required minimum.
Ventilation modifications due to fewer building occupants and the existing HVAC system can handle additional ventilation load.
Purchase of new temperature, humidity, and CO2 monitoring for improved indoor air quality monitoring.

Filtration
Facility Action
Purchase of commercial grade portable point-of-use air filtration systems with minimum MERV-13 or HEPA standards.

Secondary Devices
Facility Action
Purchase of air treatment devices that may include, but are not limited to, ionization technology or UV-C technology designed to reduce airborne pathogens.



Section VI: AGREEMENT between OHIO BUREAU OF WORKERS' COMPENSATION

and _____

Employer's Full Legal Name

Agreement between the Ohio Bureau of Workers' Compensation and Employer

This is an agreement by and between _____ (hereinafter, "the employer" or "Grantee"), with its principal place of business located at _____, Ohio _____, and the State of Ohio, Bureau of Workers' Compensation (hereinafter, the "BWC"), having offices at 30 W. Spring St., Columbus, OH 43215-2256, entered into the day, month and year set out below.

Whereas, the administrator of workers' compensation may issue a grant to defray the costs incurred by an employer who elects to participate in the School Safety and Security Grant-HVAC Program, pursuant to Ohio Administrative Code Rule (OAC) 4123-17-56, wherein an employer may receive grant monies for projects which substantially reduce or eliminate the risk of workplace injuries and illnesses, called herein School Safety and Security Grant-HVAC Program.

Therefore, for good and valuable consideration, the sufficiency of which is acknowledged, the parties mutually agree to the following conditions.

Eligibility — Acceptance of the employer into the School Safety and Security Grant-HVAC Program is contingent upon the employer's: (a) submission and approval of an application, (b) selection of equipment from the approved list of eligible items, (c) having active Ohio workers' compensation coverage, and (d) being current with respect to payroll reporting and payments due to any fund administered by BWC as of the date of execution of this agreement and for its duration.

Distribution of grant monies — Subject to the conditions in this agreement and subject to available BWC resources, the employer and BWC mutually understand and agree that the total sum of the grant to be issued by BWC shall not exceed \$15,000, whether a public or private employer. The \$15,000 safety grant is the maximum for the life of this grant program.

Employer responsibilities — The employer participating in the School Safety and Security Grant-HVAC Program, in consideration of a grant given to it, promises to fully comply with the program requirements as outlined in the Application and Instructions and OAC 4123-17-56, all of which are fully incorporated herein by reference. The employer will be responsible for using the awarded grant in the manner for which it is intended and will be required to provide BWC with documentation. This documentation may include, but is not limited to, original invoices, canceled checks, and periodic reports to confirm that all funds were spent and applied toward the approved equipment or service. The employer understands that approved equipment may not be rented or leased. The employer agrees to allow a BWC safety consultant to conduct a comprehensive safety evaluation of their overall safety practices. If a conditional approval is granted, the employer agrees to satisfy the stated conditions by the specified date. Further, the employer agrees not to eliminate jobs due to participation in the School Safety and Security Grant-HVAC Program.

All equipment must receive approval prior to purchase in order to qualify for the grant, and any proposed changes must be agreed to by BWC prior to making the change. The employer agrees to allow BWC to publish School Safety and Security Grant-HVAC results including, but not limited to, data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.

Time of performance — Employers must make all equipment purchases and implement the approved equipment within 90 days of BWC issuing the grant check or electronic fund transfer. BWC will consider allowing additional time, up to a maximum of 90 days, upon the request of the employer. However, the extension request must be made within the initial 90 day period. No later than 30 days following the 90 day purchase period, the employer must provide BWC the following information: (a) itemized expense report, (b) original paid invoices pertaining to all equipment purchases, and (c) copies of all cancelled checks to support that all invoices associated with the equipment were paid in full.

Disqualification — If for any reason the employer participating in the School Safety and Security Grant-HVAC Program fails to satisfy one or more of the criteria established in the Application and Instructions, OAC 4123-17-56, and this agreement, the employer may be disqualified from the program. Disqualification will result in the termination of BWC's obligations under this agreement. BWC reserves the right to recover grant monies by any of the following methods: billing the employer for the grant money received, forwarding the employer's information to the Office of the Attorney General of Ohio for collection, set-off, recoupment, or other administrative, civil, or legal remedy.

If the employer merges or combines its business after receiving a grant, but before completing the two years of measurement reporting, the BWC Successorship Liability Policy will go into effect. Grantee is responsible for notifying the successor employer of the obligations under the School Safety and Security Grant-HVAC Program. The successor employer may be liable to repay any and all previously paid grant monies if these obligations are not met.



Disclaimer — If implemented correctly by the employer, the goal of the School Safety and Security Grant-HVAC Program is to substantially reduce or eliminate injury and illness in the workplace and hence, claims associated with the affected processes. BWC does not guarantee or warrant that the implementation of such a plan will result in a substantial reduction or elimination of injuries and illnesses in the workplace. In the event of an injury or occupational disease arising from the implementation of the program, the employer and the employee's sole and exclusive remedy shall be pursuant to workers' compensation laws of the appropriate jurisdiction. In no event, shall BWC be liable for any damages in contract or in tort.

Ohio elections law: Grantee hereby certifies that no applicable party listed in Divisions (I), (J), (Y) and (Z) of O.R.C. Section 3517.13 has made contributions in excess of the limitations specified under Divisions (I), (J), (Y) and (Z) of O.R.C. Section 3517.13.

Conflicts of interest and ethics compliance certification: Grantee affirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict, in any manner or degree, with the performance of services which are required to be performed under any resulting Contract. In addition, Grantee affirms that a person who is or may become an agent of Grantee, not having such interest upon execution of this Contract shall likewise advise the Bureau in the event it acquires such interest during the course of this Contract.

initials

By initialing this box, the employer agrees that purchases have not been made and will not be made until approval is received. The employer also confirms understanding that all grant approved purchases are to be purchased and implemented within 90 days after the date on the BWC grant check or the date of the electronic fund transfer. Additionally, any changes to the original intervention must be received prior to approval by BWC.

By my signature, I agree to fully comply with the terms and conditions of the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal, and administrative penalties as the result of any false, fictitious, misleading, or fraudulent statements. I understand if funds are not used, misused, misapplied, misappropriated, or are used for purchases or services not associated with the approved budget and itemized proposal submitted, that I may also be subject to civil, criminal, and administrative penalties.

Modifications: The parties may, in writing and by mutual agreement, amend, modify, supplement, or rescind the terms of this agreement.

In witness whereof, the parties hereunto affix their signatures this day of _____, 20____.

Employer's full legal name: _____

Federal tax ID: _____

Title: _____

Name (please print): _____

Signature: _____

Grantee agrees to adhere to all ethics laws contained in Chapters 102 and 2921 of the Ohio Revised Code governing ethical behavior, understands that such provisions apply to persons doing or seeking to do business with the Bureau, and agrees to act in accordance with the requirements of such provisions; and warrants that it has not paid and will not pay, has not given and will not give, any remuneration or thing of value directly or indirectly to the Bureau or any of its board members, officers, employees, or agents, or any third party in any of the engagements of this Agreement or otherwise, including, but not limited to a finder's fee, cash solicitation fee, or a fee for consulting, lobbying or otherwise.

Non-Discrimination and Equal Employment Opportunity: The Grantee will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code Section 125.111 and all related Executive Orders. Grantee is encouraged to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) vendors.

Authority —The person signing below for the employer states that he or she is either the owner, chief executive officer, chief financial officer, superintendent, principal, or other person having fiduciary responsibilities with the employer; and the employer agrees that the signer, or his or her assigns or successor, will have the authority to oversee the carrying out the employer's responsibilities for two years after BWC issues the grant check. The signer's authority shall continue until the employer notifies BWC of the name of the successor.