

COVID-19 Indoor Air Quality Assistance

Frequently Asked Questions

Note: Effective Feb. 26, 2021, eligible entities for this program were expanded to include intermediate care facilities, hospices, senior centers, adult care facilities, residential waiver settings (group homes), and substance use disorder residential treatment providers.

1. What is COVID-19 Indoor Air Quality Assistance?

COVID-19 Indoor Air Quality Assistance allows eligible private employers/beneficiaries to receive reimbursement for eligible inspections, assessments, maintenance, and/or improvements to indoor heating, ventilation, and air conditioning (HVAC) systems to control the spread of the novel coronavirus COVID-19. Eligible expenses are goods which are installed, operational, and put in service, and services that are received for these purposes, on or after March 1, 2020, through June 30, 2021. Funding for this program is part of federal financial assistance provided to the State of Ohio from the US Department of the Treasury. Funds were awarded under the Social Security Act, as amended by Section 5001 of the Coronavirus, Aid, Relief, and Economic Security Act ("CARES Act") as the Coronavirus Relief Fund ("CRF"). Funding and use of funds are subject to the provisions and guidelines established by Section 601(a) of the Social Security Act, as added by Section 5001 of the CARES Act as well as guidance published by the US Department of Treasury and US Department of Treasury Inspector General.

2. What is the purpose of this program?

The program provides assistance to improve indoor air quality through ventilation and filtration in facilities serving older Ohioans to reduce potential infection due to COVID-19. Facilities that qualify can use funds for eligible inspections, assessments, maintenance, and improvements to Heating, Ventilation, and Air Conditioning (HVAC) systems for both installed and portable solutions.

3. Who is eligible?

Assistance is available for non-governmental nursing homes, assisted living facilities, adult day centers, intermediate care facilities, hospices, senior centers, Class 2 and Class 3 Residential Treatment providers (adult care facilities), residential waiver settings (group homes), and substance use disorder residential treatment providers that have a physical location within Ohio.

4. How much funding can employers/beneficiaries receive?

Employers/beneficiaries can receive up to \$15,000 reimbursement only for necessary eligible expenditures to address the COVID-19 pandemic, not routine expenses. Employers/beneficiaries can use funds to inspect and assess their air quality needs in response to the COVID-19 pandemic. For example, employers/beneficiaries can hire an HVAC professional to analyze a facility's system and to identify upgrades to improve overall system performance.

Employers/beneficiaries can also use funds to address improvements through portable air ventilation, filtration, enhancement of current filtration systems, and other interventions.

5. Does the money come from employer premiums or Ohio taxes?

No. The program is federally funded with money from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, as more fully described in FAQ #1 above.

6. Why is BWC administering the program? What is BWC's connection to the program?

BWC is a recipient of federal funds and will be distributing financial assistance to eligible employers/beneficiaries. The program involves employee safety and BWC has experience administering safety funding within our employer programs.

7. Can HVAC companies, HVAC contractors, commissioning providers, or engineering firms apply for this assistance?

No, only the aforementioned eligible employers may apply for this assistance.

8. May employers/beneficiaries use any HVAC company they choose?

Yes. However, services provided by those who do not meet the qualifications for providing the respective services as detailed in the approved expenditures section (e.g., licensed HVAC contractor) may not be reimbursable.

9. Will these funds be awarded for retroactive requests?

Yes, if documentation and receipts are provided to show costs incurred from March 1, 2020, through June 30, 2021.

10. How long will it take to receive these funds?

BWC will review applications on a first-come, first-served basis.

11. What if I can't have my equipment installed, operational, and put in service, or have services rendered, by the June 30, 2021, deadline? Can I get an extension?

At this time, no.

12. Are there prohibitions on combining COVID-19 Indoor Air Quality Assistance with other CARES Act funding or COVID-19 relief federal funding?

Yes. Employers/Beneficiaries are not eligible for COVID-19 Indoor Air Quality Assistance if any other federal funding has been used for the same purpose.

13. If a small business received a Small Business Administration (SBA) Payment Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) grant or loan due to the COVID-19 pandemic, may the small business also receive COVID-19 Indoor Air Quality Assistance?

Receiving a PPP or EIDL grant or loan for COVID-19 would not necessarily make a small business ineligible to receive COVID-19 Indoor Air Quality Assistance. However, the business must not have already used the PPP or EIDL loan or grant for expenditures for COVID-19 indoor air quality improvement purposes.

14. What are the tax ramifications for the receipt of COVID-19 Indoor Air Quality Assistance?

Every taxpayer's situation is unique and BWC is not in a position to offer tax advice. Therefore, employers/beneficiaries should contact their tax professional for advice.

15. Does the applicant need to be in Ohio?

Yes, only eligible entities that have the proper license or certification and have a physical location in Ohio are eligible for the assistance.

16. Can an out-of-state HVAC company provide service?

HVAC contractors need to be licensed by the Ohio Construction Licensing Board to perform work on commercial buildings in Ohio. Professional engineers (firms) need to be licensed in Ohio to practice engineering and design HVAC system modifications. Professional engineering licenses are obtained through the State Board of Registration for Professional Engineers and Surveyors. Commissioning Providers (CxP) must be certified by a recognized commissioning authority to perform commissioning services on the building type in question.

17. I have an assisted living facility and adult day center in one building. Can I receive financial assistance for each separately?

Each nursing home and assisted living facility with a unique Ohio Department of Health license number and each adult day center with its own Medicaid number is eligible for financial assistance.

- 18. I have a nursing home with its own HVAC system in one building and next door is an adult day center with its own HVAC system. Can I receive financial assistance for each separately?**
Each nursing home and assisted living facility with a unique Ohio Department of Health license number, and each adult day center with its own Medicaid number, is eligible for financial assistance.
- 19. I have a nursing home in one building and next door is an adult day center and both share the same HVAC system. Can I receive financial assistance for each separately?**
Each nursing home and assisted living facility with a unique Ohio Department of Health license number, and each adult day center with its own Medicaid number, is eligible for financial assistance.
- 20. I have a nursing home in half of a building and an assisted living section in the other half. Can I receive financial assistance for each separately?**
Each nursing home and assisted living facility with a unique Ohio Department of Health license number, and each adult day center with its own Medicaid number, can receive financial assistance. If the nursing home has a license number but the assisted living section does not, only the nursing home is eligible for financial assistance.
- 21. I have a nursing home with two wings and each is served by its own HVAC system. Can I receive financial assistance for each separately?**
Each nursing home and assisted living facility with a unique Ohio Department of Health license number, and each adult day center with its own Medicaid number, is eligible for financial assistance.
- 22. I have a nursing home in one building and next door is the administration building. Can I receive financial assistance for each separately?**
Each nursing home and assisted living facility with a unique Ohio Department of Health license number, and each adult day center with its own Medicaid number, is eligible for financial assistance.
- 23. I performed maintenance and made improvements to my nursing home's HVAC system in April. Can I be reimbursed?**
If you are otherwise eligible, you can be reimbursed for the approved expenses incurred on or after March 1, 2020, upon submission of documentation and receipts that properly document the approved services or materials used to improve the HVAC system. Please note certain expenses can be reimbursed only if qualifying contractors performed the work.
- 24. I've been planning to make improvements to my nursing home's HVAC system in a few months. Can I get funds in advance?**
No, goods must be installed, operational, and put in service, and services must be rendered, by June 30, 2021. Moreover, financial assistance is on a reimbursement basis only.
- 25. I'm planning some work on my nursing home's HVAC system but am not sure if the work would qualify for assistance. Can I get approval in advance?**
Yes. Please feel free to send a request to the BWC grants email: grants@bwc.state.oh.us. However, financial assistance is on a reimbursement basis only.
- 26. Can I use the assistance for COVID-19 testing to buy N95 masks, install Plexiglas barriers, etc.?**
No. This assistance is expressly for the purpose of improving the quality of indoor air to slow the spread of COVID-19.
- 27. Can I use the assistance to pay wages to my staff for maintaining or improving the HVAC system?**
No. However, assistance may be used to pay for approved services performed by others.
- 28. Can I use the assistance to buy portable ventilation systems, room fans or window air conditioners for individual rooms?**
No, unless the portable ventilation systems, room fans or window air conditioners can provide the occupied space with increased outside air and, at a minimum, MERV 13 filtration.
- 29. Can I use the assistance to replace windows?**
Yes, as long as the new windows are intended to be openable; i.e., replacing windows that were unable to be opened.

30. Can I use assistance to repair the environmental controls in the van we use to transport residents to medical appointments, shopping, etc.?

No.

31. Can I be reimbursed under this program for installing bi-polar ionization and UV-C devices in my existing HVAC system?

Yes. Since these are secondary devices that treat indoor air instead of increasing ventilation or filtration, they should be carefully considered for installation only after consulting with an HVAC professional and assuring the HVAC system is being operated and maintained to provide proper ventilation and filtration. These secondary devices are not substitutes for proper ventilation and filtration.

32. Is there a deadline for spending the money or submitting documentation and receipts?

Yes. June 30, 2021, is the deadline for goods to be installed, operational, and put in service, and for services to be rendered. All documentation and receipts must be submitted with the completed application by June 30, 2021.

33. I lost my receipts. Can I still be reimbursed?

Full documentation including receipts and invoices are required for reimbursement.

34. Is money I spent on taxes and shipping for materials and equipment covered?

Yes, as long as they were for approved purchases.

35. A local handyman has been taking care of our HVAC system for years and does a good job. Why must I use a licensed HVAC contractor to perform the same tasks to qualify?

HVAC contractors must be licensed by the Ohio Construction Licensing Board to perform work on commercial buildings in Ohio.

36. If I receive assistance, how long until I can apply again?

At this time, each eligible request can qualify for a one time maximum of \$15,000.

37. I've already done some of this work and have the receipts, but I'd like to get more money to do more work. How should I proceed?

Only reimbursement is available. Remember that only expenses incurred from March 1, 2020, through June 30, 2021, are eligible.

38. What senior centers are recognized by the Ohio Department of Aging and are eligible for this assistance?

Senior centers that meet the definition below and are recognized by the Ohio Department of Aging are eligible for this assistance as long as they are a non-governmental organization.

Based on **ORC 173.11 System of multipurpose senior centers** and **Older Americans Act, Section 102.21, 36**, a senior center serves the following purpose(s):

- Provides centralized, coordinated medical, social, supportive, and rehabilitative services to older adults;
- Encourages older adults to maintain physical, social, and emotional well-being and to live dignified and reasonably independent lives in their own homes;
- Diminishes the rate of inappropriate entry and placement of older adults in nursing homes, sheltered housing for older adults, and related facilities;
- Is a facility that encourages the maximum collocation and coordination of services for older individuals; and
- A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental and behavioral health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals.

39. May certified substance use disorder residential treatments providers with separate physical locations apply?

Yes, separate physical locations of this type of provider may apply.



Bureau of Workers'
Compensation

Governor Mike DeWine
Interim Administrator/CEO John Logue

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Introduction

COVID-19 Indoor Air Quality Assistance allows the following eligible Ohio non-governmental employers to receive financial assistance on a reimbursement basis for eligible inspections, assessments, maintenance, and/or improvements to indoor heating, ventilation, and air conditioning ("HVAC") systems to control the spread of the novel coronavirus COVID-19: licensed nursing homes, licensed assisted living facilities, adult day centers, licensed intermediate care facilities, licensed hospices, senior centers, licensed Class 2 and Class 3 Residential Treatment providers (adult care facilities), residential waiver settings (group homes), and certified substance use disorder residential treatment centers. Eligible expenses are goods which are installed, operational, and put in service, and services received for these purposes, on or after March 1, 2020, and through June 30, 2021. Funding for this program is part of federal financial assistance provided to the State of Ohio from the US Department of the Treasury. Funds were awarded under the Social Security Act, as amended by Section 5001 of the Coronavirus, Aid, Relief, and Economic Security Act ("CARES Act") as the Coronavirus Relief Fund ("CRF"). Funding and use of funds are subject to the provisions and guidelines established by Section 601(a) of the Social Security Act, as added by Section 5001 of the CARES Act. A list of eligible expenses is included in this application. Full documentation of expenditures is required for reimbursement.

Instructions

You must complete all sections of this application. The completed application and all required documentation must be submitted to BWC by June 30, 2021. Required documentation includes all invoices, proof of payment, and receipts for eligible goods or services for which reimbursement is sought. Missing information will delay processing or result in denial of the application. If you have any questions, please contact us at 1-800-644-6292 or send your questions via email to grants@bwc.state.oh.us. Note that Section III (Statement of Agreement) requires a signature, employer's legal name, and principal business location. Once complete, print, sign, and email this entire application and all required documentation to grants@bwc.state.oh.us.

Section I: Employer information

Name of employer: _____

Doing business as (DBA) name: _____

Mailing address: _____

City: _____ State: _____ ZIP code: _____

Physical Ohio address (where service or HVAC equipment is utilized): _____

City: _____ State: OH ZIP code: _____

County: _____

BWC policy number: _____ Federal tax ID number: _____

Employer contact name: _____

Title: _____

Telephone number: _____ Ext. _____

Email address: _____



Section II: Qualification information

1. Type of facility: (select one, if your facility holds more than one license a separate application is needed for each license applying)

Licensed with Ohio Department of Health

Nursing home – License # _____

Assisted living – License # _____

Hospice – License # _____

Licensed/Certified with Ohio Department of Mental Health and Addiction Services

Substance use disorder residential treatment provider – Certification # _____

Class II or Class III residential treatment provider – License # _____

Ohio Department of Developmental Disabilities Service Providers

Adult day services – Medicaid # _____

Intermediate care facility – Facility # _____

Residential waiver setting (group home) – This is subject to verification from the Ohio Department of Developmental Disabilities

Ohio Department of Aging Service Providers

Adult day center – Medicaid # _____

Senior center – This is subject to verification from the Ohio Department of Aging.

2. Number of people currently in the physical Ohio location utilizing the eligible assistance. Staff includes all personnel working at the physical Ohio location where services are provided, or where equipment is in service, regardless of employer, job duties, and whether employment is full-time or part-time.

_____ Residents and/or clients

_____ Staff



Section III: 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, "Employer"), 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 financial assistance on a reimbursement basis to defray the costs incurred by an employer who elects to participate in the COVID-19 Indoor Air Quality Assistance Program (hereinafter, "IAQ Assistance Program"), wherein an employer may receive reimbursement for projects which improve indoor air quality.

The Employer/Beneficiary acknowledges and understands that the Employer/Beneficiary has not received, and shall not receive, a grant or loan through the federal Small Business Administration Payroll Protection Program ("PPP") or Economic Injury Disaster Loan ("EIDL") Program for the same expenditures contained within Appendix A of this Application.

Therefore, the Employer agrees to the following conditions should an award be made.

The Employer/Beneficiary acknowledges and understands that IAQ Assistance is for necessary eligible heating, ventilation, and air conditioning ("HVAC") expenditures to prevent the spread of the novel coronavirus COVID-19. The Employer/Beneficiary acknowledges and understands that routine maintenance expenditures, or expenditures contained within its most recent budget prior to March 27, 2020, are not eligible for assistance. A list of eligible goods and services for financial assistance on a reimbursement basis are provided in the Application.

Eligibility — Acceptance of the employer into IAQ Assistance Program is contingent upon Employer's/Beneficiary's: (a) submission and approval of an application, and (b) demonstrated qualifications for receiving the assistance.

The Employer/Beneficiary agrees to allow BWC to publish IAQ Assistance Program results, including but not limited to data, videos, specifications, and/or photos for the purposes of marketing, illustrating, educating, and/or training employers and employees.

Distribution of assistance— Subject to the conditions precedent in this agreement and subject to available BWC resources, Employer/Beneficiary agrees that the total sum of the IAQ Assistance reimbursement issued by BWC shall not exceed \$15,000 for equipment and/or services.

Time of performance — Applications for IAQ Assistance must be received by June 30, 2021. The Employer/Beneficiary agrees that any service must be received, and any goods purchased must be installed, operational, and put in service between March 1, 2020, and June 30, 2021. All required documentation must be submitted to BWC by June 30, 2021. The Employer/Beneficiary is notified that IAQ Assistance funds are subject to time of performance limitations contained in the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, and BWC is unable to waive any time of performance limitations.

Employer/Beneficiary responsibilities — The Employer/Beneficiary receiving reimbursement through the IAQ Assistance Program promises to fully comply with the program requirements as outlined in the Application, Instructions, and Policy which are all fully incorporated herein by reference. The Employer/Beneficiary will be responsible for using the awarded reimbursement in the manner for which it is intended and is required to provide BWC with documentation prior to approval. This documentation may include, but is not limited to, an Internal Revenue Service Form W-9 Request for Taxpayer Identification Number and Certification ("IRS Form W-9") and original invoices, canceled checks or other proof of payment, and receipts verifying that all assistance is for Employer/Beneficiary eligible costs incurred for approved equipment and services, and the Employer/Beneficiary has complied with the conditions of the IAQ Assistance Program. The Employer/Beneficiary understands that approved equipment reimbursed may not be leased or rented to other entities by the Employer/Beneficiary. Further, the Employer/Beneficiary agrees not to eliminate jobs due to participation in the IAQ Assistance Program.

Audit Compliance: The Employer/Beneficiary understands that IAQ Assistance funds are subject to audit by various state and federal entities, including but not limited to BWC, the Ohio Office of Budget and Management, the US Department of Treasury, and the US Department of Treasury Inspector General. The Employer/Beneficiary is aware that an audit may require disclosure of all documentation, including but not limited to invoices, service records, reports, proof of payment, and receipts, of equipment purchases and services rendered. Moreover, the Employer/Beneficiary agrees that a state or federal entity conducting an audit may personally or visually inspect equipment installed or serviced with IAQ Assistance funds.

The Employer/Beneficiary acknowledges and understands that they are a non-governmental licensed nursing home, licensed adult living facility, adult day center, licensed intermediate care facility, licensed hospice, licensed? Senior center, licensed Class 2 and Class 3 Residential Treatment providers (adult care facilities), residential waiver setting (group home), or certified substance use residential treatment provider in the State of Ohio.



Records Retention: The Employer/Beneficiary agrees to retain all documentation, including but not limited to applications, invoices, service records, reports, proof of payment, and receipts, related to the IAQ Assistance Program for a minimum period of five (5) years following receipt of IAQ Assistance funds.

Disqualification — If for any reason the Employer/Beneficiary participating in the IAQ Assistance Program fails to satisfy one or more of the criteria established in the Application, Instructions, and this Agreement, including but not limited to the obligations described in the Employer/Beneficiary responsibilities and Time for performance sections, the Employer/Beneficiary may be disqualified from the program. Disqualification will result in the termination of BWC's obligations under this agreement. BWC, and other state and federal entities, reserve the right to recover IAQ Assistance funds by one or more of the following methods: billing the Employer/Beneficiary for the IAQ Assistance funds received, forwarding the Employer's/Beneficiary's information to the Office of the Attorney General of Ohio for collection, set-off, recoupment, or other administrative, civil, and/or legal remedy.

If the Employer/Beneficiary merges, transfers, or combines its business after receiving IAQ Assistance, the Employer/Beneficiary is responsible for notifying the successor employer of the obligations under the IAQ Assistance Program. The successor employer may be liable to repay any and all previously paid IAQ Assistance funds if these obligations are not met.

Disclaimer — If implemented correctly by the Employer/Beneficiary, the goal of the IAQ Assistance 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's/Beneficiary's 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.

Taxability of IAQ Assistance Disclaimer — The Employer/Beneficiary understands that IAQ Assistance are funds received from the federal government, and these funds may be taxable. The Employer/Beneficiary understands that each employer/beneficiary is in a unique tax situation, and BWC is unable to offer advice on whether receipt of IAQ Assistance creates a taxable event for the Employer/Beneficiary. If the Employer/Beneficiary desires an opinion on which they can rely, the Employer/Beneficiary understands a legal counsel, accountant, or tax advisor should be consulted. Moreover, any costs of seeking an opinion on the taxability of IAQ Assistance is solely the responsibility and discretion of the Employer/Beneficiary, and BWC shall not be liable for any costs or expenses related to seeking an opinion on the taxability of IAQ Assistance.

Ohio elections law: The Employer/Beneficiary hereby certifies that no applicable party listed in Divisions (I), (J), (Y) and (Z) of Ohio Revised Code (ORC) Section 3517.13 has made contributions in excess of the limitations specified under Divisions (I), (J), (Y) and (Z) of ORC Section 3517.13

Conflicts of interest and ethics compliance certification: The Employer/Beneficiary 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, the Employer/Beneficiary affirms that a person who is or may become an agent of the Employer/Beneficiary, not having such interest upon execution of this contract shall likewise advise BWC in the event it acquires such interest during the course of this agreement. The Employer/Beneficiary agrees to adhere to all ethics laws contained in Chapters 102 and 2921 of the ORC governing ethical behavior, understands that such provisions apply to persons doing or seeking to do business with BWC, 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 BWC 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 Employer/Beneficiary will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including ORC Section 125.111 and all related Executive Orders. The State encourages the Employer/Beneficiary to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) vendors.



initials

Authority — By initialing this box, the person signing below for the employer states that he or she is either the owner, chief executive officer, chief financial officer, plant manager, or other person having fiduciary responsibilities with the Employer/Beneficiary, with the authority to bind the Employer/Beneficiary to the terms and conditions of this Agreement, and the Employer/Beneficiary agrees that the signer, or his or her successor, will have the authority to oversee the carrying out the Employer's/Beneficiary's responsibilities for five years after BWC issues the funds. The signer's authority shall continue until the Employer/Beneficiary notifies BWC of the name of the successor.

initials

Warning – By initialing this box, the person signing below for the Employer/Beneficiary understands the signer, and/or the Employer/Beneficiary, may be subject to civil, criminal and/or administrative penalties as the result of any false, fictitious, and/or misleading or fraudulent statements made, or if funds are misused, misapplied, misappropriated, or not used in any way, or are used for purchases or services not associated with expenditures contained in Appendix A and submitted with this application.

As the duly authorized representative of the Employer/Beneficiary, I certify, attest, and agree that the Employer/Beneficiary:

- 1. Has the legal authority to apply for federal or state assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning and management of the funds from the CARES Act funds and that the signatory has the authority to obligate the Employer/ Beneficiary.
2. Affirms this assistance will be used to cover costs that:
a) Are necessary expenditures incurred due to the public health emergency with respect to the novel coronavirus COVID-19;
b) Were not accounted for in the Employer's/Beneficiary's budget prior to March 27, 2020 (the date of enactment of the CARES Act) for the Employer/Beneficiary;
c) Were incurred during the period that begins on March 1, 2020, and ends on June 30, 2021; and
d) Were not previously reimbursed or funded through the Small Business Administration Payroll Protection Program (PPP) or Economic Injury Disaster Loan Program (EIDL).
3. Will comply with any conditions of the approved state legislation providing this funding to include but not limited to establishing a resolution or ordinance to comply with the federal requirements for use of these funds.
4. Will comply with any audit conducted by any state or federal entity concerning use of this funding.
5. Will retain all documentation concerning use of this assistance, including but not limited to invoices, proof of

In witness whereof, Employer/Beneficiary, by and through the authorization above, hereunto affixes their signature this day of Month Day, 20 Year.

Employer's full legal name

Federal tax ID

Title

Name (please print)

Signature



Appendix A: Expenses – Complete the table below to calculate funding for each assistance category requested. A table of qualifying expenses is available on the next page.

Table with 4 columns: Item, Quantity, Cost, Total. It is divided into two main sections: 'Inspection and assessment costs' and 'System improvement and maintenance costs'. Each section includes a subtotal, freight, tax, and discounts row, followed by a 'Line A' or 'Line B' total row. The final row is 'Total requested reimbursement (Maximum amount is \$15,000): (Line A + Line B)'.

What qualifying expense category/categories does your intervention(s) address? Select all that apply. See List of Qualifying Expenses for more information.

Inspection & Assessment
 Maintenance Ventilation Filtration

Improvement & Maintenance
 Maintenance Ventilation Filtration Secondary Devices



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.

The Employer/Beneficiary is notified that IAQ Assistance funds are subject to audit, and the Employer/Beneficiary must retain all records related to the application for, and expenditure of, IAQ Assistance funds for a minimum of five (5) years following receipt of IAQ Assistance funds. Records includes, but is not limited to invoices, reports, service records, proof of payment, and receipts. Unless specified as “upon request,” all items required below must be submitted with the application. The Employer/Beneficiary is notified that all services must be completed, and all goods must be installed, operational, and put in service, by June 30, 2021.

(Inspection & Assessment): Execution of deferred maintenance or repair

Maintenance	
Facility action	Requirement
Engineering services, Recommissioning, or Retro-commissioning of existing HVAC systems related to improving indoor air quality	Invoices, proof of payment, and receipts for commissioning or engineering service provided by certified commissioning provider (CxP) or Professional Engineer (PE)
Servicing of HVAC/ventilation system to ensure ventilation and outdoor air intake systems are operating as intended	Invoices, proof of payment, and receipts from licensed HVAC contractor. Upon request, service records from licensed HVAC contractor.
Purchase of failed temperature, humidity, and CO2 monitoring for improved IAQ monitoring	Invoices, proof of payment, and receipts for new equipment purchased related to temperature, humidity, and CO2 monitoring.

Ventilation	
Facility action	Requirement
Recommissioning or retro-commissioning of existing ventilation systems related to improving or increasing ventilation	Invoices, proof of payment, and receipts for commissioning or engineering service provided by certified commissioning provider (CxP) or Professional Engineer (PE).
Verification or review that the existing systems are providing code required ventilation (Ohio Mechanical Code/ASHRAE Standard 62.1 or ASHRAE 62.2)	Invoices, proof of payment, and receipts for commissioning or engineering service provided by Professional Engineer (PE).
Purchase of new temperature, humidity, and CO2 monitoring for improved IAQ monitoring	Invoices, proof of payment, and receipts for new equipment purchased related to temperature, humidity, and CO2 monitoring.

Filtration	
Facility action	Requirement
Purchase of MERV-13 or higher filters for HVAC systems to improve IAQ	Invoices, proof of payment, and receipts for new filters. Upon request, commissioning or engineering report indicating recommendation for increased filtration and will not harm existing systems provided by a certified commissioning provider (CxP) or Professional Engineer (PE).

(Improvement): Enhancement to an existing system/facility

Maintenance	
Facility action	Requirement
Purchase of additional temperature, humidity, and CO2 monitoring for improved IAQ monitoring	Invoices, proof of payment, and receipts for new equipment purchased related to temperature, humidity, and CO2 monitoring.

Ventilation	
Facility action	Requirement
Improvements to building control system to allow for increased ventilation	Invoices, proof of payment, and receipts for commissioning or engineering service provided by certified commissioning provider (CxP), Professional Engineer (PE), or licensed HVAC contractor. Upon request, service records from licensed HVAC contractor.
HVAC system modifications to allow for increased ventilation (ventilation above Ohio Mechanical Code required minimum)	Invoices, proof of payment, and receipts for engineering design service provided by Professional Engineer (PE) or licensed HVAC contractor. Upon request, service records from licensed HVAC contractor.
Ventilation modifications due fewer building occupants and existing HVAC system can handle additional ventilation load	Invoices, proof of payment, and receipts for engineering design service provided by Professional Engineer (PE) or licensed HVAC contractor. Upon request, service records from licensed HVAC contractor.
Purchase of new temperature, humidity, and CO2 monitoring for improved IAQ monitoring	Invoices, proof of payment, and receipts for new equipment from licensed HVAC contractor. Upon request, service records from licensed HVAC contractor.
Adding or converting to operable windows to allow for natural ventilation	Invoices, proof of payment, and receipts for new operable windows

Filtration	
Facility action	Requirement
Purchase of commercial grade portable (point of use) air filtration systems with minimum MERV 13 or HEPA	Invoices, proof of payment, and receipts for new portable (point of use) filtration systems equipment.

Secondary Devices	
Facility action	Requirement
Purchase of air treatment devices that may include, but is not limited to, ionization technology or UV-C technology designed to reduce airborne pathogens.	Invoices, proof of payment, and receipts for air treatment device equipment.