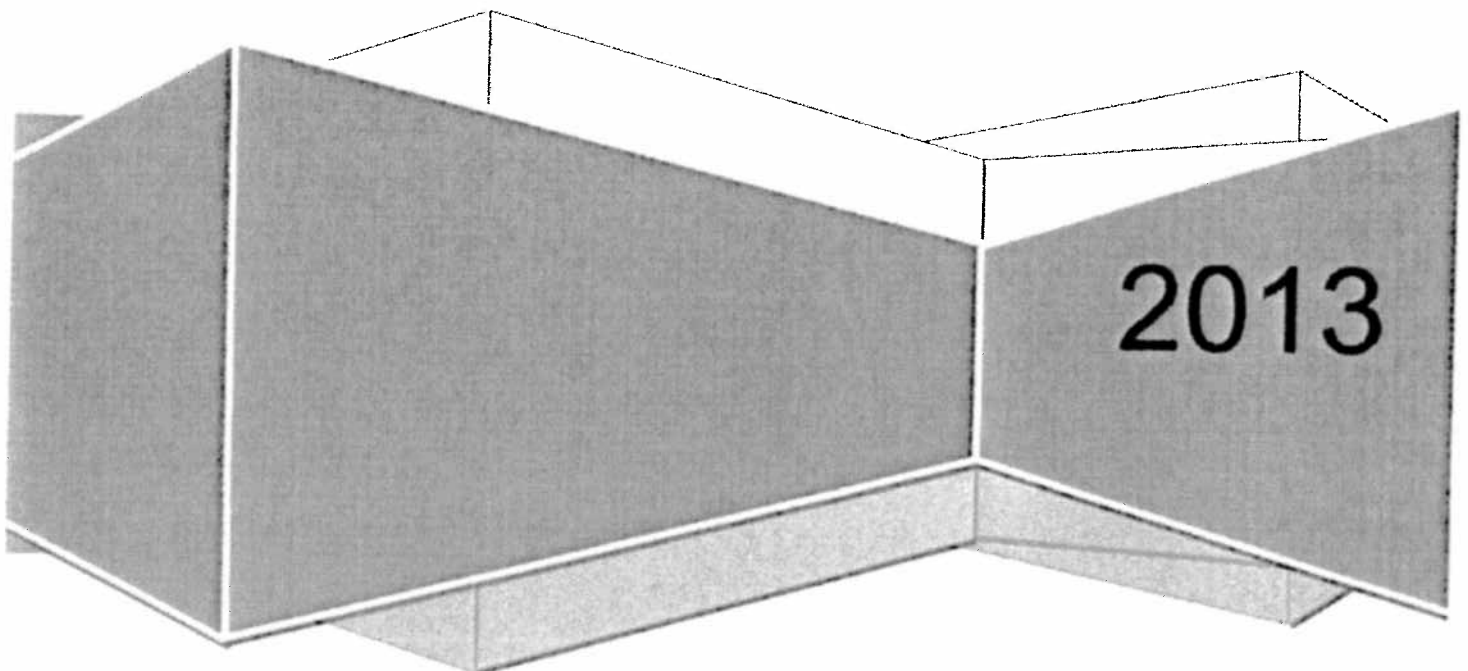


Lead Safe Orange (LSO)

LEAD HAZARD REDUCTION PROGRAM

Landlord Application
Office of Community Development



Lead Safe Orange Landlord Application

Orange County reserves the right to withdraw from this project at any time if the applicant does NOT meet any of the following: 1) Did not supply the required information for a complete application; 2) it is determined that construction cost will exceed funding thresholds for the LSO grant; 3) the overall condition of the property is deemed "unsafe" for lead hazard control work to be completed; or 4) the applicant has not complied with LSO Policy and Procedures. Please print.

Part 1- Landlord (Owner, if more than one, see Part 3.)

Name: _____ Social Sec. No. _____

Date of Birth: _____ Telephone No. _____

Owner's Mailing Address: _____ Sec., Blk., Lot No.: _____

_____ Year Built: _____ Number of Units: _____

Property Address: _____ Email: _____

Property Type:

Single Family Multi Family

Ownership Structure:

Individual

Property Management:

Partnership Corporation

Manager Name & Phone No. _____

LLC Other

Mortgage Information

Mortgages (if applicable):	First Mortgage	Second Mortgage/Home Equity
Company Name:	_____	_____
Company Address:	_____	_____
	_____	_____
Account #	_____	_____

Part 2 – List below household composition (List additional units on separate sheet of paper.)

<u>Unit No.</u>	<u>Head of Household (Name)</u>	<u>No. of Children Under Age 6</u>	<u>Primary Language</u>	<u>Telephone Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Part 3 – Certification

I hereby submit application to Lead Safe Orange Lead Hazard Reduction Program (LSOLHRP) for work on the above-listed property. I certify that I am the owner of the property. I hereby grant permission to LSOLHRP supervisors, inspectors, employees and contractors to enter the premises listed above to perform work under LSOLHRP. I hold the County of Orange harmless from any legal or financial claim arising from the performance of such work.

I, the undersigned, do hereby swear that all information contained on the application is true and correct and authorize the County of Orange to verify that it is correct by whatever means may be necessary to determine eligibility under this program.

WARNING: SECTION 1001 OF THE TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFULL FALSE STATEMENTS OR MISREPRESENTATIONS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.

Please remember, applications will not be considered if not signed by applicant!

Signature of Applicant	Date	Signature of Applicant	Date
------------------------	------	------------------------	------

Certification of Additional Owners:

Name (Please Print)	Address	Telephone	Signature

Part 4 – Acknowledgments

Applicant(s) must acknowledge their acceptance of the information and directions contained in the following attached exhibits checking the boxes below:

- LSO Program Policies and Procedures. Please check box certifying that you have read and understand the policies and procedures of the LSO Lead Hazard Reduction Program.

- Renovate Right. Please check box certifying that you have read and understand the materials contained in the "Renovate Right" pamphlet.

Part 5 – Appendix

1. Policies and Procedures, Orange County Lead Hazard Reduction Program – 2013.
2. General Information Notice, Notice of Nondisplacement to Residential Tenants.
3. General Release Form. Sign and date and return to the Office of Community Development.
4. Renovate Right. EPA pamphlet entitled "The Lead-Safe Certified Guide to Renovate Right".
5. Orange County Area Median Income Table.
6. Application Checklist. Supply all documents as required by the checklist.

ORANGE COUNTY LEAD SAFE ORANGE LEAD HAZARD REDUCTION PROGRAM 2013

PROGRAM POLICIES & PROCEDURES

Procurement:

1. Every effort will be made to enlist the services of Section 3, minority and woman-owned businesses for lead hazard control services.
2. The County will only award lead hazard control contracts to EPA certified renovation firms or EPA licensed lead abatement firms.
3. The County will adhere to open competitive bidding practices to obtain costs for lead hazard control projects and award the work to the lowest responsible EPA certified renovation firm or licensed lead abatement firm.
4. The County will utilize a request for proposal process for securing services of a consultant and/or sub-recipient.
5. All sub-recipients will be required to adhere to the proper OMB Circular(s) and administrative requirements imposed by HUD at 24 CFR parts 84 and 85.

Unit Eligibility:

1. Property must be residential and located in the County of Orange.
2. Property must have been built before 1978.
3. Each unit assisted must have at least one bedroom.
4. Property must not be fire-damaged or otherwise structurally unfit for the program. The County will make this determination.
5. A lead inspection/risk assessment must determine that lead hazards are present; including peeling, flaking, chipping, chalking or otherwise noticeable deterioration on friction, impact or accessible surfaces; lead dust levels present in excessive amount in accessible locations such as floors, window sills or wells; or, an excessive level of lead is in bare soil.
6. Property must be current on municipal water, sewer fees and local taxes or must have executed tax agreement.
7. Secondary residences are ineligible.
8. Applicant must be at least 18 years of age.
9. Applicant must be a U.S. citizen or a legal resident alien.
10. Applicant must demonstrate ownership of the subject property, i.e. deed to property must be in applicant's name.

11. Children under age 6 must be tested for lead poisoning.
12. Owners of vacant rental units receiving lead hazard reduction assistance must have signed and notarized addendum to their regulatory agreement that ensures they will rent LSOLHRP assisted units to low income or very-low income households for a period of five (5) years.
13. No project will advance without an environmental review including State and local Historic Preservation approval.
14. Grant assistance to owners of rental units may be limited to no more than nine (9) residential rental dwelling units; and landlords can submit additional units that will be placed on a waiting list, if necessary.

Selection & Prioritization:

1. Priority will be given to applicants with units with a lead-poisoned child under six, units with a child with an EBL of 10-14, units with a child under six who resides in the home and units with a child under six who regularly visits the home.
2. Approved applicants must read and sign the EPA pamphlet, "Renovate Right".
3. Tenants must read and sign the EPA pamphlet, "Renovate Right".
4. Owner-occupied units must house at least one child under the age of six or a visiting child under the age of six that spends at least 6 hours per week at the assisted unit.
5. Once preliminary approvals for the project have taken place and the job is awarded to the contractor; then a three-party meeting is scheduled between the property owner, contractor and rehabilitation inspector to review contract work specifications.
6. Upon agreement, the property owner signs a promissory note stating that if they will own the property for the next five (5) years then the loan will be forgiven. LSOLHRP grants will be recaptured if property transfers to a new owner during the five (5) year regulatory period. Properties that are vacant and for sale will not be admitted into the LSO Program.
7. For grants made to assist rental housing, a duplicate copy of the General Information Notice to tenants must accompany application with verification that the notice was delivered to tenants.

Lead Evaluation & Control:

1. All hazards identified in the required lead-based paint inspection/risk assessment must be addressed with grant funds. The LSO staff will conduct an initial visual assessment of the property and determine property eligibility. If accepted into the LSOLHRP, then a Lead Inspection/Risk Assessment report is completed, the Orange County Health Department reports any cited lead violations, the elevated blood lead test results of the children are gathered and a full analysis can then be made to determine where lead hazards exist. The Orange County Rehabilitation Inspector will make a site visit to the unit with all of the above documentations in order to determine the components that will require some form of lead hazard risk reduction.
2. The purpose proposed for the Lead Safe Orange Program is the completion of 140 housing units. The County proposes to complete 80 units using interim controls which could include any of the following activities; paint film stabilization, friction surface treatment, paint repair, or dust removal. The other 60 units could receive lead hazard abatement including sheet rock removal, porch and window replacement. The County may provide up to \$10,000 for one (1) unit structure and \$8,000 for each additional unit.

3. Property owner must maintain property liability insurance during regulatory period with County of Orange named "additional insured".
4. Occupants may be temporarily relocated during lead hazard control process at the County's cost. When temporary relocation is required, the LSO staff explores the various options for relocation based upon expressed needs and expected expenses; and makes the housing arrangements once the start date has been determined for the project. Occupants over the age of sixty-two (62) may waive relocation. Relocation assistance terminates upon completion of the work and lead based paint clearance. The homeowners/occupants will be responsible for moving and storage of all valuables and personal items. The contractor provides polyethylene coverage for all objects or furniture not moved by the occupants. The County will provide pre-inspection photos upon request of the premises prior to lead hazard reduction activities and work with occupants during relocation to resolve problems.
5. For grants made to assist rental housing, at least 50 percent of the units must be occupied by or made available to families with incomes at or below 50 percent of the area median income (AMI) level and the remaining units shall be occupied or made available to families with incomes at or below 80 percent (AMI); and, in all cases the landlord shall give priority in renting units assisted under this section, for not less than 5 years following the completion of lead abatement activities, to families with a child under the age of six years, except that buildings with five or more units may have 20 percent of the units occupied by families with incomes above 80 percent of area median income level.
6. For grants made to assist housing owned by owner-occupants, all units assisted with grants under this section shall be the principal residence of families with income at or below 80 percent of the area median income level, and not less than 90 percent of the units assisted with grants under this section shall be occupied by a child under the age of six years or shall be units where a child under the age of six years spends a significant amount of time visiting.
7. Landlords are not to raise rents for a period of 1 year after receiving assistance.
8. Lead based paint clearance must be achieved for each unit receiving assistance per EPA/HUD protocols.
9. Property owners must sign a 5-year Regulatory Agreement with Orange County, subject to monitor by the Office of Community Development.

Rights and Grievance Procedure for LSO Applicants and Tenants

1. The Orange County Office of Community Development is prohibited by federal law from discriminating on the basis of race, color, religion, sex, national origin, age disability, political affiliation, belief or citizenship. If you feel you have been subjected to discrimination under a program operated by the Office of Community Development, you may file a complaint with the Orange County Human Rights Commission by telephone at (845) 615-3680. The Human Rights Commission will attempt to mediate the complaint. If you are dissatisfied with the result, you may contact the New York State Division of Human Rights by telephone at (914) 788-8050.
2. Participants who believe any action, decision and/or conduct of the officers and/or employees of the County of Orange, lead based paint inspectors/risk assessors, contractors and workers is improper, are directed to contact the Office of Community Development by telephone at (845) 615-3820. If the matter is not resolved, you may put your complaint into writing and direct it to the Assistant Director, Office of Community Development, 18 Seward Avenue, Middletown, NY 10940. You may be asked into the office to discuss the situation, and will receive a written response to any inquiries/complaints within thirty (30) days of your communication.



OFFICE OF COMMUNITY DEVELOPMENT

Richard Mayfield, Director
18 Seward Avenue – 1st Floor
Middletown, New York 10940

Tel: (845) 615-3820 • Fax: (845) 344-1629

Email: CommDev@co.orange.ny.us

Steven M. Neuhaus
County Executive

Orange County Office of Community Development Lead Safe Orange

General Release Form

I, (We), _____, hereby authorize the Orange County Office of Community Development, or its designated agents to obtain and receive all records and information pertaining to eligibility for the LSO Lead Hazard Reduction Program, including employment, income (including IRS return, Social Security benefits, disability benefits, public assistance), mortgage, credit, residence and banking information from all persons, companies, firms, or Government Agencies holding or having access to such information.

This “authorization” hereby gives the Orange County Office of Community Development the right to request all information that we can or could obtain from any persons, company, firm, or Government Agency on any matter referred to above.

I, (We) agree to have no claim for defamation, violation of privacy, or otherwise against any persons, firm, or corporation by reason of any statement or information released by them to the Orange County Office of Community Development for the purpose of this program.

The “term” of this “authorization” shall commence on the date of the signature(s) and be in force for as long as Orange County Office of Community Development has an interest.

DATE _____

Signature

Signature

Address



OFFICE OF COMMUNITY DEVELOPMENT

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18 Seward Avenue – 1st Floor
Middletown, New York 10940

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Steven M. Neuhaus
County Executive

General Information Notice (GIN) Letter Instructions

Important Note: Please carefully read the instructions and follow the procedure exactly as outlined below. Issuance of the GIN letter is a critical part of your application. Failure to follow the procedures may invalidate your application for assistance. Please do not submit your application until the GIN process has been completed and the verifying documentation available. All GIN documentation must be submitted with your application.

1. Fill in all of the blanks on the General Information Notice (GIN) letter, see page 2 of this document for the GIN letter form. This notice is to be addressed to your tenant. If your building has more than one (1) occupied unit, a separate letter must be prepared for each occupied unit.
2. There are only two (2) methods acceptable for delivery of the GIN to your tenant(s). You may choose either Method A or Method B, however, if the tenant does not accept delivery of the GIN letter via certified mail, you must complete the GIN process by using Method B.

Method A: Via 1st Class Certified Mail—Return Receipt Requested.

1. Complete an original GIN letter (fill in all blanks)
2. Make two (2) photocopies of the completed letter—one copy to submit with your application and one copy for your records.
3. Mail the original GIN letter to the tenant(s) via 1st class, certified mail—return receipt requested. It is very important to obtain an original receipt from the U.S. Post Office (USPS).
4. When the USPS has delivered the GIN letter to the tenant(s) and the tenant signs the green return receipt card—the USPS will deliver the green receipt card to you via mail to the address you fill out on the card.
5. Make a copy of the original USPS receipt and the original green receipt card for your records.
6. Attach the original USPS receipt and original green receipt card to the copy of the GIN letter sent to your tenant(s) and attach the letter(s) to your Landlord Application.
7. If your tenant does not accept delivery of the GIN letter sent certified mail, you must follow “Method B”**.

Method B: Via Hand Delivery.

1. Complete an original GIN letter (fill in all blanks). If you have sent an original letter by using Method A—make another copy of the GIN letter to use for this alternative method.
2. Hand Deliver three (3) copies of the GIN letter to your tenant(s). Important—you must obtain the tenant(s) signature on all three copies of the GIN letter. .
3. After obtaining the tenant(s) signature, leave one (1) letter with the tenant for their records, retain one letter for your records, and attach and submit the last copy with your Landlord Application.

GENERAL INFORMATION NOTICE LETTER (GIN)
(Do not leave blank spaces.)

If sent via certified mail/RRR#: _____
(Insert certified mail number from receipt)

Date of GIN Letter: _____

Tenant Name: _____
Street Address: _____ Apt. _____
City, State, Zip Code: _____

Dear _____
(Tenant's Name)

_____ is interested in rehabilitating the property you
(Property Owner's Name)
currently occupy at _____ for a proposed project which
(Tenant Address and Unit Number)

may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Lead Hazard Control Program/Lead Safe Orange. The purpose of the Lead Hazard Reduction Program is to provide financial assistance to make housing units safe from potentially hazardous lead-based paint. Housing built before 1978 may have lead paint that is in need of repair by a professional.

This purpose of this notice is to inform you that you will **not** be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily while rehabilitation work is performed, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses. You will need to continue to pay your rent and comply with all other lease terms and conditions. Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

We urge you **not** to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember-This is not a notice to vacate the premises; **This is not a notice of relocation eligibility.

You will be contact soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about the project, please contact your landlord, _____, at (_____) _____

(Property Owner/Agent Name)

(Telephone Number)

or Mr. Wayne Cochran, Community Development Specialist, Orange County Office of Community Development, 18 Seward Ave., Middletown, NY 10940, telephone number (845) 615-3811, email: wcochran@orangecountygov.com.

This letter is important and should be kept with your records.

Tenant(s) Signature Required Below if the GIN letter is hand-delivered:

Sincerely,

Tenant's Signature: _____
Print Tenant's Name: _____

(Landlord's Signature)

Tenant's Signature: _____
Print Tenant's Name: _____

(Print Landlord's Name)

(Corporate Name, if applicable)

THE LEAD-SAFE RENOVATED GUIDE TO

RENOVATE RIGHT

WARNING
LEAD WORK IS
POISON
NO SMOKING
OR EATING

CAUTION

CAUTION

CAUTION

CAUTION

CAUTION

CAUTION

CAUTION



EPA

1-800-424-LEAD (5323)
EPA.DOCUMENTS@EPA.GOV
EPA-704-P-009
Revised September 2011

Important lead hazard information for
landlords, child care providers and schools.



EPA

This document may be purchased through the U.S. Government Printing Office online at
booksstore.gpo.gov or by phone (toll-free) 1-866-512-1800.

WHO SHOULD READ THIS PAMPHLET?

This pamphlet is for you if you:

- Reside in a home built before 1978
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978

You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job
- What to look for during the job and after the job is done.
- Where to get more information about lead.

This pamphlet is not for:

- Abatement projects. Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information.
- "Do-it-yourself" projects. If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at 1-800-424-LEAD (5323) and ask for more information on how to work safely in a home with lead-based paint.
- Contractor education. Contractors who want information about working safely with lead should contact the National Lead Information Center at 1-800-424-LEAD (5323) for information about courses and resources on lead-safe work practices.



RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
- Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
- Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.

LEAD AND YOUR HEALTH



Lead is especially dangerous to children under six years of age.

Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.

What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at epa.gov/lead/pubs/leading or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

WHERE DOES THE LEAD COME FROM?

Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.

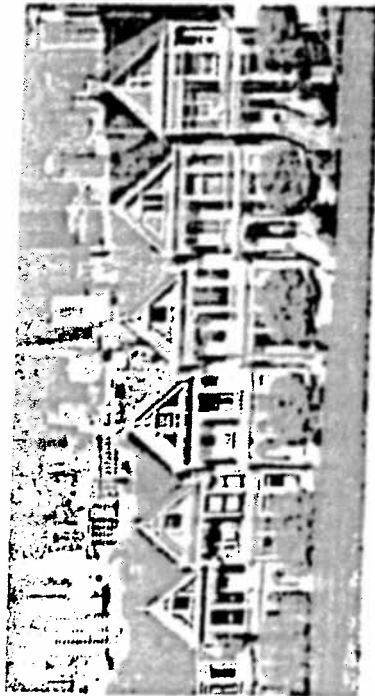
Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

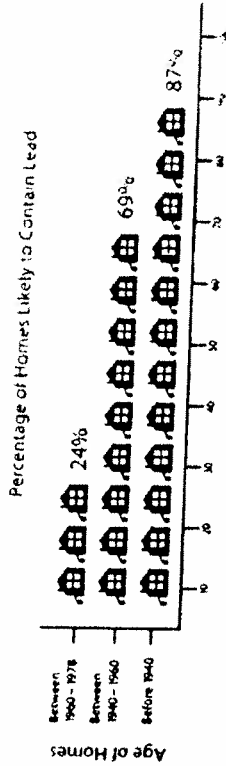
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint. These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.

A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.

For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

You can verify that a contractor is certified by checking EPA's website at epa.gov/lead-safe or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.

- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination. The work practices the contractor must follow include these three simple procedures, described below:

1. **Contain the work area.** The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:
 - Cover the floors and any furniture that cannot be moved.
 - Seal off doors and heating and cooling system vents.
 - For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

2. **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:



- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.

There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping, scoring paint before separating components, and prying and pulling apart components instead of breaking them.

3. **Clean up thoroughly.** The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:

- Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
- Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

What is a lead-dust test?

Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

How and when should I ask my contractor about lead-dust testing?

Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at epa.gov/lead/pubs/local or contact the National Lead Information Center at 1-800-424-LEAD (5323).

If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.

You may do the testing yourself.

If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at 1-800-424-LEAD (5323) or epa.gov/lead/pubs can tell you how to contact your state, local, and/or tribal program or get general information about lead poisoning prevention.

State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.

Local building code officials can tell you the regulations that apply to the renovation work that you are planning.

State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.

The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at epa.gov/lead/pubs/brochure

- Steps to Lead Safe Renovation, Repair and Painting
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

EPA CONTACTS

EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards. Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at epa.gov/lead.

Region 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Region 7

(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7003

Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

Region 9

(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8021

Region 10

(Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

Region 2

(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue,
12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-5000

OTHER FEDERAL AGENCIES

CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

CPSC

4330 East West Highway
Bethesda, MD 20814
Hotline 1-(800) 638-2772
cpsc.gov

CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40
Atlanta, GA 30341
(770) 488-3300
cdc.gov/ncst/lead

HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing. provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
HUD's Lead Regulations Hotline
(202) 402-7698
hud.gov/offices/lead

SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations

Occupant Confirmation Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant _____

Signature of Owner-occupant _____

Signature Date _____

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

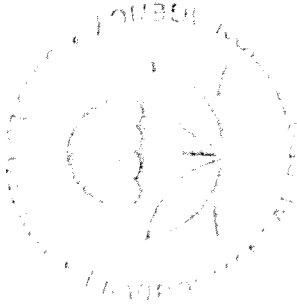
- Declined** - I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- Unavailable for signature** - I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left, _____).

Printed Name of Person Certifying Delivery _____ Attempted Delivery Date _____

Signature of Person Certifying Lead Pamphlet Delivery _____

Unit Address _____

Note Regarding Mailing Option - As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.



ORANGE COUNTY
2014 HUD Income Limits

Household Size	30%	40%	50%	60%	70%	80%
1	\$17,500	**	\$29,100	**	**	\$44,750
2	\$20,000	**	\$33,250	**	**	\$51,150
3	\$22,500	**	\$37,400	**	**	\$57,550
4	\$24,950	**	\$41,550	**	**	\$63,900
5	\$26,950	**	\$44,900	**	**	\$69,050
6	\$28,950	**	\$48,200	**	**	\$74,150
7	\$30,950	**	\$51,550	**	**	\$79,250
8	\$32,950	**	\$54,850	**	**	\$84,350

** info not available

Document Checklist for Landlords

- _____ Application (Signed and Dated)
- _____ Attach Proof of Ownership (Copy of Deed with recording information)
- _____ Attach Signed General Release Form
- _____ Attach Copy of a Recent Mortgage Statement
- _____ Attach Proof of Property Liability Insurance
- _____ Attach Receipt of Paid Property and School Taxes
- _____ Attach Copies of General Information Notice Letters

A representative of Lead Safe Orange Lead Hazard Reduction Program will arrange to interview your tenant(s).