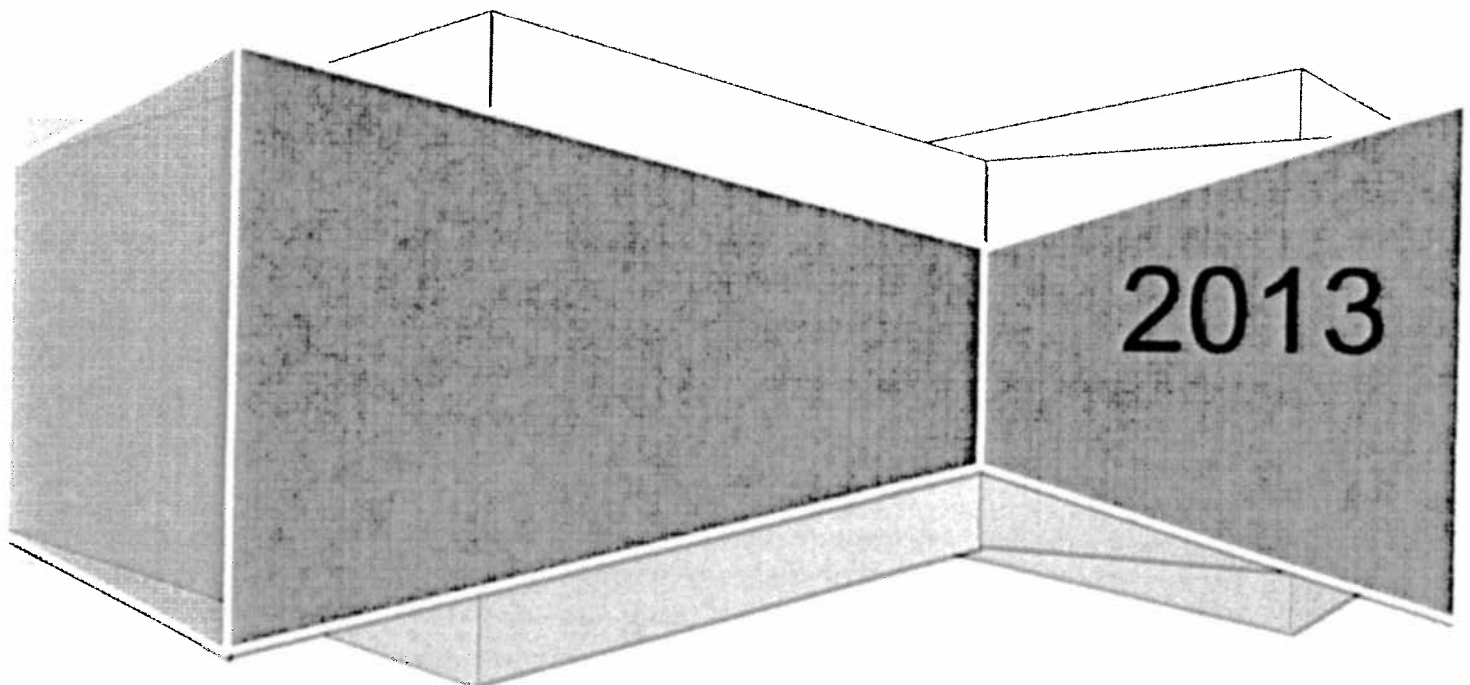


Lead Safe Orange (LSO)

LEAD HAZARD REDUCTION PROGRAM

Owner-Occupied Application
Office of Community Development



Lead Safe Orange Homeowner 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 - Homeowner

Name: _____ Date of Birth _____ Social Security No.: _____
Spouse: _____ Date of Birth _____ Social Security No.: _____
Address: _____ Telephone No.: _____
City, State, Zip Code: _____ Primary Language: _____
Year Built: _____ Number of Bedrooms: _____ Email: _____

Part 2 – Mortgages (if applicable)

	First Mortgage	Second Mortgage/Home Equity
Company Name:	_____	_____
Company Address:	_____	_____
Account No.:	_____	_____
	_____	_____

Are your property taxes currently escrowed?

Yes ☐ No ☐

Are you currently participating in a HUD program?

Yes ☐ No ☐ If Yes, which one? _____

Part 3 – Lead Hazard Questions

Please answer ALL of the following questions by checking 'Yes', or 'No'.

1. Is there a child under the age of 6 living in the house full time?

Yes ☐ No ☐ If Yes, how many? _____

2. Is there a child under the age of 6 who is a regular visitor but does not live at this address?

Yes ☐ No ☐

3. Is there a child under the age of 6 with EBL at this address?

Yes ☐ No ☐ If Yes, how many? _____

4. Would household members have someplace to go for up to ten days while the lead hazards are being reduced from the house?

Yes ☐ No ☐

5. Is there a child under the age of 6 who is receiving Medicaid?

Yes ☐ No ☐ If yes, please state how many. ☐

6. Have any of the children listed in 1 or 2 had their blood tested for lead?

Yes ☐ No ☐ If Yes, when? _____

If applicable to question 2, please list all children who are regular visitors (at least 6 hours per week)

_____ Name of Child	_____ Street Address	_____ City, State, Zip Code	_____ DOB
_____ Name of Child	_____ Street Address	_____ City, State, Zip Code	_____ DOB
_____ Name of Child	_____ Street Address	_____ City, State, Zip Code	_____ DOB

Part 4 – Household Questions:

List Every Member Who Lives in the Residence (attach additional page if necessary)

<u>Name</u>	<u>Relationship to Applicant</u>	<u>Date of Birth</u>	<u>Social Security Number</u>	<u>Income Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please fill out the following information below for those members above that listed an income

Name of Person Listed Above:	_____	_____	_____
Name of Employer/Pension:	_____	_____	_____
Address of Employer or Pension:	_____	_____	_____
	_____	_____	_____
Business Phone Number:	_____	_____	_____

<u>Type of Account</u>	<u>Account No.</u>	<u>Account Balance</u>	<u>Bank Name</u>	<u>Address</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Securities:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Do you or anyone in the household:

Receive Social Security Benefits?

Yes ☐ No ☐

Receive a Pension?

Yes ☐ No ☐

Receive Medicaid?

Yes ☐ ☐

Receive Child Support or Alimony?

Yes ☐ ☐

Part 5 – 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
_____	_____	_____	_____
SIGNATURE OF APPLICANT	DATE	SIGNATURE OF APPLICANT	DATE
_____	_____	_____	_____

Part 6 – Acknowledgments

Applicant(s) must acknowledge their acceptance of the information and directions contained in the following attached exhibits by 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 Based Paint Hazard Reduction Program.
- ☐ Renovate Right. Please check box certifying that you have read and understand the materials contained in the "Renovate Right" pamphlet.

Part 7 – Appendix

1. Policies and Procedures, Orange County Lead Hazard Reduction Program – 2013.
2. General Release Form. Sign and date and return to the Office of Community Development with application.
3. Renovate Right. EPA pamphlet entitled "The Lead-Safe Certified Guide to Renovate Right".
4. Application Checklist. Please supply all documents as required by the checklist.

Return Application To: *County of Orange – Office of Community Development
18 Seward Avenue – First Floor
Middletown, NY 10940
845-615-3811*

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 to the LSO Lead Hazard Reduction 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. Households will be encouraged to self-relocate to housing that is lead safe and convenient during lead hazard reduction work. When temporary relocation assistance is necessary, the LSO staff will explore the various options for relocation based upon household needs and expected expenses prior to selecting housing arrangements and providing living expenses. 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 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.
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 monitoring 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



Steven M. Neuhaus
County Executive

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

Lead Safe Orange strongly recommends that children under six be tested for lead no more than six months before work is done to make your home lead safe. However, refusal to have children tested will not cause a participant to be disqualified from the program.

Please contact your doctor to arrange testing for all children under six who reside in your household or who visit, regularly, at least six hours per week. If you do not have a doctor, you may contact the following clinics to arrange for testing through one of their doctors:

Middletown Community Health Center
(845) 343-8838
Greater Hudson Valley Family Health Center
(845) 563-8000

Please note: All expenses associated with lead blood testing are the responsibility of the parent or guardian.

PLEASE CHECK EITHER 1, 2 OR 3 TO THE FOLLOWING QUESTIONS

- ☐ 1. I will have my child or children tested for lead.
- ☐ 2. I already have had my child or children tested. I will send a copy of the test results to Lead Safe Orange.
- ☐ 3. I do not want to have my children tested for lead or I have no children under 6.

Print Name of Parent or Guardian: _____ Date _____

Signature

Street Address

**Lead Safe Orange Program
Homeowner Relocation Policy**

The following guidelines are applicable to homeowners occupying residences built prior to 1978 and have been determined to contain lead paint which may cause hazardous conditions during the construction process. The determination of lead paint hazard shall be provided by a Lead Risk Assessment performed on the property.

Any homeowner who does not provide a Social Security number will NOT receive a relocation check following relocation.

If a lead-based paint hazard is found, the homeowner must choose one of the following three options before Lead Safe Orange work begins:

1. Homeowner self-relocation.

When the homeowner chooses to relocate to a home built after 1977 belonging to friends, relatives, or associates, the homeowner household will receive a five-hundred fifty (\$550.00) allowance to offset relocation expenses, meals and all associated expenditures. The allowance will be paid out four to six weeks after the work is completed.

2. Homeowner relocation to a motel.

When the homeowner relocates to a motel of the County of Orange's choosing, the County will pay the motel directly, but for the room charge only. The homeowner must pay **all other charges** to the motel. Furthermore, the homeowner shall be eligible for an allowance of six dollars (\$6.00) for each of three (3) daily meals per household member provided detailed, paid receipts are submitted. Homeowners **who receive relocation payments of six-hundred dollars (\$600.00) or more will receive a 1099 income statement.**

I have read and understand the options available to me during lead-hazard control work. Furthermore, I understand I may request a relocation payment only after I have received clearance. Also, *I must not visit my home until there is a clearance.*

I realize if I relocate to a home built before 1978, I will not receive a relocation payment from Orange County.

Homeowner Signature

Date

Homeowner Signature

Date

LSO - LEAD HAZARD REDUCTION PROGRAM

RACIAL AND EHNIC DATA REPORTING FORM

Property Address: _____

Name of Person Completing Report: _____

Ethnic Identity:

Please write in the number of people in your household who are:

Hispanic or Latino _____

Non-Hispanic or Latino _____

Racial Identity:

Please write in the number of people in your household who are:

American Indian/Alaskan Native _____

Asian _____

Black or African American _____

Native Hawaiian or Other Pacific Islander _____

White _____

Other _____

Instructions for the Race and Ethnic Data Reporting

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

THE LEAD-SAFEGUARDED GUIDE TO RENOVATE RIGHT

WARNING
LEAD WORK AREA
POISON
NO SMOKEING
OR EATING

AUTION

CAUTION

CAUTION

CAUTION

CAUTION

CA



EPA

1-800-424-LEAD (5323)

cdal.gov/getleadinfo

EPA-710-R-10-001

Revised October 2011



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



EPA

This document may be purchased through the U.S. Government Printing Office online at
bookstore.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:

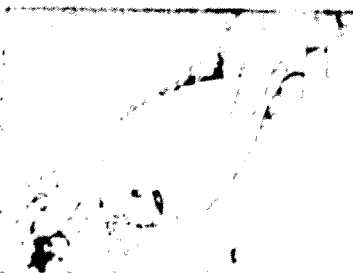
- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the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

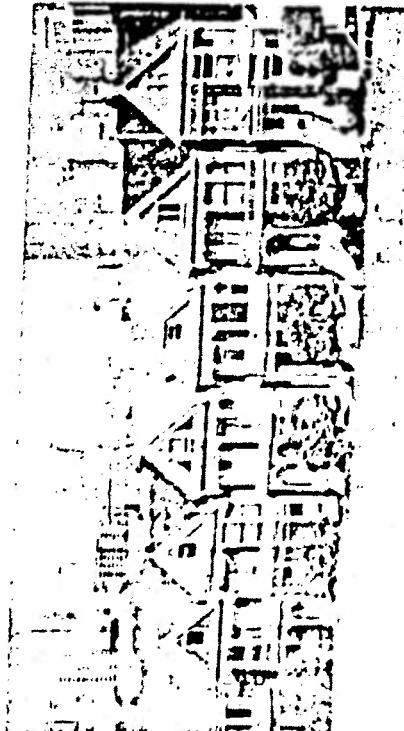
Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

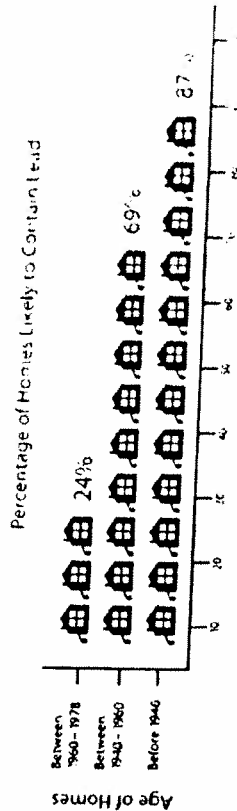
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

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/getleads 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).

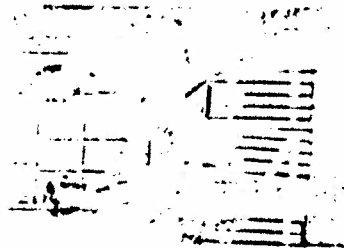
Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work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



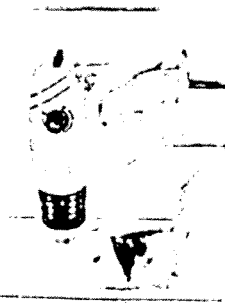
DURING THE WORK

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:

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 LRRP 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?

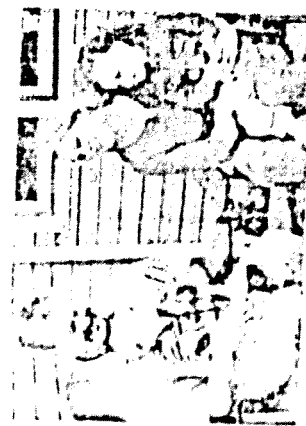
- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

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/locate 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/nlic 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 (617) 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 2 (New Jersey, New York, Puerto Rico, Virgin Islands) Regional Lead Contact U.S. EPA Region 2 2970 Woodbridge Avenue Building 205, Mail Stop 225 Edison, NJ 08837-3579 (732) 321-6571	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) 885-6003	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 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia) Regional Lead Contact U.S. EPA Region 3 1650 Arch Street Philadelphia, PA 19103-2639 (215) 814-5000	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 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	

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/nceh/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 lead-based paint pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

☐ I have received a copy of the lead hazard information pamphlet and a copy of the potential risk of the lead hazard exposure from renovation activity to be posted in the 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 to the owner-occupant 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 specified 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 other means. 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. Pamphlets must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

Document Checklist for Homeowners

- _____ Copy of Deed
- _____ Signed General Release Form
- _____ Copy of a Recent Mortgage Statement
- _____ Proof the Property Liability Insurance
- _____ Proof the Property and School Taxes Due Have Been Paid
(Tax Receipts)
- _____ Signed Relocation Form
- _____ Signed Blood Lead Testing Form or Test Results within the Last
Three Months
- _____ Copy of Last Two Months Consecutive Pay Stubs
- _____ Documentation of income other than employment (Disability, Social
Security, Unemployment, Child Support, Alimony, Etc.)
- _____ "Owner-occupied Application"
- _____ Race and Ethnic Data Reporting Form. This Form is intended to
provide data requested by the U.S. Department of Housing and Urban
Development and is voluntary.