

# Vermont Housing & Conservation Board

## Lead Based Paint Hazard Reduction Program

### Project Time Line

- Application for funds** – One application per building, separate tenant information sheet filled out for each occupied unit, owner provides photos of building for historic preservation review, proof that building is not in a flood plain (from town clerk) and proof of adequate flood insurance if located in flood plain.
- Eligibility Determination** – Staff review of application, follow up on additional information if required, and final approval of application. Details of grant and/or deferred loan funding are provided.
- XRF, Dust, and Soil sampling** – VHCB arranges for XRF, Dust, and Soil testing for enrolled units. An inspection company is given a work order to schedule an appropriate time for a site survey with the property owners.
- Historic Preservation Review** – Initial review to determine if the property is historic or potentially historic, if yes, then specifications are reviewed to ensure historic character is not lost.
- Inspection Report** – After a site survey is conducted, the inspection company prepares a report for each unit that details the location of all surfaces tested for lead based paint along with dust and soil sampling locations and results. The inspection report is provided to VHCB staff for review and is then forwarded to the owner.
- Project design** – VHCB project designer reviews the inspection report and after completing a site visit to the property, develops preliminary project specifications with owner.
- Final Specification** – Final specifications are provided to owner for review.
- Competitive Bids** – Contractors from the approved list are notified of pre-bid site visit. Specifications for project are given to contractors interested in bidding.
- Return of Bids** – Bid summary is developed by staff and sent to owner for review
- Contract awarded** – Contract is awarded. Construction contract must be signed by owner and contractor. Grant and/or loan agreements must be signed by VHCB staff and the owner. The project starting date is scheduled with the contractor.
- Tenant Notification** – Tenants are notified of their relocation rights and a relocation plan is developed
- Tenant Relocation** – Tenants are notified of starting date and requirements for packing and relocation.
- Hazard Reduction** – Hazard reduction, abatement or interim control work takes place.
- Change Orders** – Change orders reviewed and approved by VHCB staff & owner as necessary.
- Visual Inspection** – A visual inspection is performed to assess completion of work as per the project specifications and the unit is inspected for visible dust and debris.
- Priming and Painting** – After visual inspection, priming and painting of the work area completed.
- Subcontractors** – Additional work by non-certified individuals and companies may be performed only after unit passes visual inspection.
- Clearance** – Final cleaning of unit by the contractor and dust sampling takes place, unit is safe for occupancy if lead dust levels are below HUD clearance standards for floors, window sills, and window wells. Any area that fails dust clearance will need additional cleaning and testing which will typically add 2 full days to the relocation time. No unit may be occupied until all areas have passed clearance.
- Occupants Return**. Upon return of final clearance results and notification of owner.
- Final Payment to Contractor is authorized.**
- Owner Work Plan (OWP)**. Work such as finish painting to be completed by owner (if specified)
- Duct Cleaning** – Properties where forced air heating systems have been identified will be cleaned by NADCA certified companies from the VHCB approved list of cleaning contractors when appropriate, at no cost to the owner. VHCB will not clean any heating system where asbestos is present.
- Summary Report** – A summary report of all lead based paint activities conducted at the property is provided to the property owner. This report and all other information about lead at this property must be disclosed to all potential buyers if the property is sold or to tenants living at the building.
- Project is complete.**