



# Application for Lead Hazard Reduction Assistance RENTAL PROPERTY OWNERS

Vermont Housing & Conservation Board  
58 East State Street, Montpelier, Vt. 05602

- Healthy & Lead-Safe Homes Program  
Phone 1-802-828-5064 or 1-800-290-0527

## Introduction

Assistance is available to reduce or eliminate lead paint hazards in apartments occupied by low-income Vermonters. The Vermont Housing & Conservation Board (VHCB) administers a grant from the U.S. Department of Housing and Urban Development (HUD) to control lead paint hazards in Vermont housing. The VHCB Lead-Based Paint Hazard Reduction Program provides funding and technical assistance to eligible rental property owners.

## Eligibility

To be eligible for the Program, properties must have been built before 1978. Apartments must have at least 1 bedroom or currently be occupied by a family with a child under the age of six. Properties intended primarily for occupancy by the elderly or those with special needs are generally not eligible. Highest priority is given to units occupied by lead poisoned children, then to other units occupied or likely to be occupied by children under the age of six. The following eligibility requirements also apply:

### **Rental Properties:**

- 1) Tenant's income cannot exceed 80% of area median
- 2) Owner must agree to rent to income-eligible households for 5 years

## Available Assistance

The Program will provide technical assistance, at no cost, to the property owner in the form of comprehensive lead paint testing, hazard identification, specification development, bidding and contractor selection assistance, construction management, clearance testing, and laboratory analysis. Funds available to pay for lead hazard control work are in the form of grants and 0% interest deferred loans. An owner contribution toward the cost of the lead hazard reduction work may be required. Under specific circumstances, a portion of the loan may be forgiven.

## Lead Paint Hazard Control

A Vermont-certified lead abatement contractor must complete lead paint hazard control work with funds from this Program. Occupants of units undergoing lead hazard control must be relocated during the work and cannot return until the unit passes clearance dust wipe testing (see "Temporary Relocation" section below). Depending on the size of the home or apartment and the extent of the lead problem, the work can take anywhere from one to three weeks to complete. Property owners will receive documentation that the lead paint hazards have been controlled and guidance regarding ongoing maintenance.

## Blood Lead Testing of Children Under Six (6)

The Vermont Department of Health and the U.S. Centers for Disease Control (CDC) recommend that ALL children be tested for lead at ages 1 and 2, and more often if problems are discovered. There are many potential sources of lead exposure, and because lead poisoning has no obvious symptoms; it is very important to have all children tested.

The U.S. Department of Housing & Urban Development (HUD) requires that all children under the age of six occupying units assisted under this program have their blood lead level checked prior to beginning any lead hazard control work. HUD uses this information to establish the level of hazards in the country's older housing and to justify continued funding to reduce these hazards. **Because of this requirement, we cannot move forward with your project until our office receives documentation of this testing.** Contact your pediatrician or the Vermont Childhood Lead Poisoning Prevention Program at 1-800-439-8550 for more information on lead screening.

## Temporary Relocation

Because of the hazardous nature of the work, occupants of homes being assisted must be temporarily relocated. Tenants in rental property have rights under the federal Uniform Relocation Act and cannot be permanently displaced because of government-assisted work in their unit. Generally, owners of rental property will be asked to assist VHCB in making arrangements for their tenants. In certain situations, VHCB has limited resources available to assist with reasonable relocation expenses. Occupants will be expected to pack up their belongings sufficiently to allow the contractor access to complete the work. More specific packing information will be provided to program participants.



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## Ongoing Monitoring and Maintenance

Because it is usually too expensive to remove all of the lead-based paint, ongoing maintenance and monitoring by the property owner will be necessary after the work is complete to ensure that all of the lead-based paint hazards remain under control. Vermont's lead paint law requires owners of pre-1978 rental housing and/or day care facilities, or their maintenance personnel, to attend a Vermont Department of Health-approved training, to perform Essential Maintenance Practices (EMP's), and to provide information about lead-based paint to tenants. Compliance with this law should ensure that no lead hazards reappear in the future. For more information about the law and its requirements, visit [www.LeadSafeVermont.org](http://www.LeadSafeVermont.org) or call 1-800-439-8550.

## Application Instructions

To determine eligibility, an application must contain all of the requested information, including a Resident/Tenant Income Verification Form for each dwelling unit. If the exact 'Year of Building Construction' is unknown, please estimate to the best of your knowledge. Property located in a flood hazard area must be properly insured in order to be eligible. Pictures of exterior street-side elevations are required in order to determine if properties are historic, which may affect the lead control strategy. A copy of the deed is requested because financial award documents must precisely match current listed owners of record.

## Application Checklist

- Completed application form** (*all information completed and signed by owner*)
- Exterior picture of street side view**
- Copy of most recent property tax assessment.**
- Copy of property deed** (We only need a copy of the first page showing all current owners. May be obtained through your local town clerk)
- Child blood screening information filled in.**
- Proof of flood insurance if property is located in a flood plain**
- Separate Tenant Information & Income Verification Form filled out by tenants for each unit** (Tenants may submit income verification form and supporting 3<sup>rd</sup> party income documentation directly to VHCB office)
- Acceptable 3<sup>rd</sup> party documentation of income for each tenant household such as:**
  1. IRS tax forms from most recent year available – Form 1040
  2. Copies of current payroll stubs or a signed employer verification of income
  3. Certifications of income from non-payroll sources such as unemployment and disability compensation, worker's compensation and severance pay, Aid to families of Dependent Children (AFDC), or Supplemental Security Income (SSI)
  4. Copies of Social Security earnings statements, other annuity or retirement income statements.

Questions? Please call us at 1-802-828-5064 or 1-800-290-0527

Please mail the completed application to: **The Vermont Housing & Conservation Board  
Healthy & Lead-Safe Homes Program  
58 East State Street, Montpelier VT, 05602**



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## Owner Information

Last Name: \_\_\_\_\_ First & Initial: \_\_\_\_\_, \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_ (for who) \_\_\_\_\_

email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Property Information

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Number of Dwelling Units in Building: \_\_\_\_\_ Number of Units to have Lead Hazards controlled: \_\_\_\_\_

- Rental Only Property                       Rental Property w/ Daycare  
 Combined, Owner Occupied with Rental (owner resides at, but rents part of building)

Year of Building Construction: \_\_\_\_\_ Type of Exterior (vinyl, wood clapboard, etc.): \_\_\_\_\_

- Is the property located in a flood hazard area?    Yes    No      If "yes", is property insured against flooding?    Yes    No  
 Has the property been designated "historic," or is it located in a historic district?                       Yes    No    Unsure  
 Have all children younger than age 6 living at the property been tested for lead poisoning?                       Yes    No    Unsure

**Remember, all applications must be filled out completely and include a street side exterior picture, a copy of the most recent tax assessment, a copy of the property deed, proof of flood insurance if located in a flood plain, resident or tenant income documentation, and child blood screening information.**

**Unit Dwelling Information** – Please provide the requested information below for each dwelling at this property. Please also provide a separate, completed **Tenant Information & Income Verification Form for each tenant household**. If you did not receive or need additional Tenant Income forms, please contact the Lead Program at the number at the top of the page.

Unit #	# of Bdrms	Resident Name	Resident Phone	Family Size	# Children age 6 or less	Section 8 Voucher
						Yes   No
						Yes   No
						Yes   No
						Yes   No
						Yes   No

*I hereby certify that I own the above named property and that the information provided in this application is true and complete to the best of my knowledge. In connection with this application for financial assistance to control the lead hazards at my property, I hereby authorize the Vermont Housing and Conservation Board (VHCB) to verify the accuracy of the information provided above. I agree to provide VHCB and its consultants with reasonable access to the property for inspection and testing related to controlling the lead paint hazards.*

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OWNER HOUSEHOLD COMPOSITION AND INCOME INFORMATION FORM

### Instructions

This form must be completed by the owner of the home for which assistance is being requested from VHCB to reduce lead paint hazards.

Please list all household members below. Please provide the total yearly income for all persons residing in the unit from all sources, including income from employment, pensions, social security, ANFC, SSI, alimony/child support, workers compensation, and interest on savings accounts and other assets.

**Copies of 3<sup>rd</sup> party documented evidence of these income sources must be provided. See the application checklist for types of documentation that are acceptable. All documentation provided shall be kept strictly confidential.**

Name of Household Member	Relationship	Gender	Date of Birth	Ethnicity & Race**	Blood Lead Level	Annual Income	Source(s)
	Parent/Guardian						
<b>TOTAL ANNUAL INCOME</b>							

**\*\*Ethnicity and Race Instructions:** The Lead Program is required by HUD to collect and annually report these demographics in an aggregate manner. No personal information is shared. Please indicate by number each demographic that applies for each household member. Ethnicity applies for each race response meaning a minimum of two numbers will apply for each household member (ie. 1 (Hispanic) & 7 (White)).

**ETHNICITY:** 1. Hispanic or Latino    2. Not Hispanic or Latino

**RACE:**        3. American Indian or Alaskan Native    4. Asian    5. Black or African American    6. Native Hawaiian or Other Pacific Islander    7. White

**Note:** The demographic information you provide does not affect in any way how your application for assistance or eligibility is considered by the Lead Program.

I certify under penalty of law that the information and documentation provided is true, accurate and complete to the best of my knowledge. I also authorize the Vermont Housing and Conservation Board to verify the information that I have provided and agree to provide additional information or documentation if requested. I understand that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_