HOUSING PRESERVATION PROGRAM

APPLICATION

NAME_____ SOC. SEC #_____ AGE _____
(Homeowner)

NAME_____ SOC. SEC #_____ AGE _____
(Homeowner)

HOME ADDRESS

_____
(Street Address) (Zip Code)

TELEPHONE ( ) _____ ( )_____
(Home) (Work)

MOBILE ( ) _____ EMAIL _____

NUMBER IN HOUSEHOLD _____ YEAR PROPERTY PURCHASED _____

HEAD OF HOUSEHOLD: MALE ( ) ANNUAL GROSS INCOME $_____
FEMALE ( )

NO. OF PERSONS IN HOUSEHOLD WHO ARE EMPLOYED _____

HEAD OF HOUSEHOLD ETHNICITY: AMERICAN INDIAN ( ) HISPANIC ( ) BLACK ( )
WHITE ( ) ASIAN ( ) OTHER ( )

MAXIMUM ALLOWABLE ANNUAL GROSS HOUSEHOLD INCOME

(Effective 2024)

	1	2	3	4	5	6	7	8
INCOME LIMITS	**PERSONS** $77,700	**PERSONS** $88,800	**PERSONS** $99,900	**PERSONS** $110,950	**PERSONS** $119,850	**PERSONS** $128,750	**PERSONS** $137,600	**PERSONS** $146,500

I declare under penalty of perjury that the information provided in this application is true and certify that the Community & Economic Development (CED) and the City of West Covina shall not be held liable for any damage that may arise out of or in connection with home improvements undertaken under this program. Also, I authorize the West Covina CED to contact institutions for information regarding the status of loans on my property.

_____ _____ _____ _____
(Signature of Homeowner) (Date) (Signature of Homeowner) (Date)

In order for your application to be processed, it is necessary for you to supply us with copies of the applicable documents listed below which verify your household income. **REMEMBER, IT IS UP TO YOU**, the homeowner, to furnish all the information necessary to determine your eligibility. Without your proof of income, we cannot process your loan application. **Please note that you must include a copy of your current mortgage statement as part of your application packet.** Please note that completed application packets can be mailed or dropped off at the Community & Economic Development, Room 205, City Hall. You can call the CED office at (626) 939-8417 with any questions about the program or any applicable documentation.

PLEASE CHECK TYPE OF INCOME			PLEASE NOTE PROOF OF INCOME REQUIRED
A.	☐	Salary	1. Federal Tax Return; 2. State Tax Return; 3. Employment and Salary Certification; 4. Two (2) most recent Check Stubs. (All of the Above Required)
B.	☐	Social Security	Social Security Verification
C.	☐	Welfare	Statement from Caseworker
D.	☐	Pension	Statement of Amount, Copy of Check
E.	☐	Alimony	Court Order (Divorce Papers)
F.	☐	Child Support	Court Order (Divorce Papers)
G.	☐	Unemployment Insurance	Statement of Award, Verification
H.	☐	Self Employed*	Income Tax (Federal and State) Returns (Latest 2 years)
I.	☐	Interest	Bank Statements
J.	☐	Rentals**	Receipt Book
K.	☐	Others	

* Computation of "Self Employed" income requires a special formula, which will be applied by CED staff to determine household income.

** Eligible applicants must not have an interest in more than one rental unit and must reside in the unit to be improved.

Please note that the following chart illustrates an overview of the program's steps and the order in which they occur:

Phase One:
Loan Application
- Application Submittal
- Pre-Qualification Approval/ Denial
- Property Inspection by City Staff
- Certification of Approved List of Improvements

Phase Two:
Loan Funding
- Execution of Loan Documents
- Authorization to Start Construction

Phase Three:
Construction Monitoring
- Completion of Work
- Homeowner Satisfaction Statement
- Payment of Contractor

Phase Four:
Loan Repayment
- Loan Repayment

HOUSING PRESERVATION PROGRAM

APPLICATION SUBMITTAL CHECKLIST

DOCUMENTATION	PLEASE NOTE
1. ☐ Application	Please sign and date with all necessary signatures.
2. ☐ Income Verification	Please reference income checklist and provide all documentation for categories that apply to you.
3. ☐ Employment and Salary Certification(s)	Note that this needs to be completed by the Human Resources Department for each employed person in the household.
4. ☐ Mortgage Information Authorization	Please sign and date.
5. ☐ Deed of Trust/Grant Deed	Demonstrating ownership of property.
6. ☐ Mortgage Statement	Please provide the most current statement.

HOUSING PRESERVATION PROGRAM

EMPLOYMENT AND SALARY CERTIFICATION

The following information concerning:

NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street Address) (Zip Code)

SOCIAL SECURITY NUMBER _____ TEL. ( ) _____

is requested to verify eligibility in the West Covina Community & Economic Development Housing Preservation Program.

Employed by_____ Full Time ☐ Part Time ☐
(Name of Company)

_____ (_____)_____
(Address of Company) (Telephone)

Period of Employment: From _____ to _____
(Date) (Date)

Total Gross Wages (before Taxes), Commissions, etc., paid the above employee in the past twelve (12)

months from receipt of this form: $_____

_____ _____
Signature of Company Payroll Clerk (Date)

_____ _____
Signature of Applicant (Date)

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CED AT (626) 939-8417

HOUSING PRESERVATION PROGRAM

EMPLOYMENT AND SALARY CERTIFICATION

The following information concerning:

NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street Address) (Zip Code)

SOCIAL SECURITY NUMBER _____ TEL. ( ) _____

is requested to verify eligibility in the West Covina Community & Economic Development Housing Preservation Program.

Employed by_____ Full Time ☐ Part Time ☐
(Name of Company)

_____ (_____)_____
(Address of Company) (Telephone)

Period of Employment: From _____ to _____
(Date) (Date)

Total Gross Wages (before Taxes), Commissions, etc., paid the above employee in the past twelve (12)

months from receipt of this form: $_____

_____ _____
Signature of Company Payroll Clerk (Date)

_____ _____
Signature of Applicant (Date)

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CED AT (626) 939-8417

HOUSING PRESERVATION PROGRAM

MORTGAGE INFORMATION AUTHORIZATION

HOMEOWNER'S NAME _____

ADDRESS_____
(Street Address) (Zip Code)

TELEPHONE ( )_____ ( )_____
(Home) (Work)

Please list all mortgage companies, banks, and/or savings and loans holding mortgages on your property.

1.

COMPANY NAME _____

COMPANY ADDRESS_____

COMPANY TEL. NO. _____ PAYMENT AMOUNT:_____

LOAN # _____ UNPAID BALANCE:_____

2.

COMPANY NAME _____

COMPANY ADDRESS_____

COMPANY TEL. NO. _____ PAYMENT AMOUNT:_____

LOAN # _____ UNPAID BALANCE:_____

3.

COMPANY NAME _____

COMPANY ADDRESS_____

COMPANY TEL. NO. _____ PAYMENT AMOUNT:_____

LOAN # _____ UNPAID BALANCE:_____

I certify that the above information is true and I hereby authorize the West Covina Community & Economic Development to contact the above institutions for information regarding the status of the loans on my property.

_____ _____
Signature of Homeowner Date

hil219bb

HOUSING PRESERVATION PROGRAM

PERMITTED IMPROVEMENTS

All of the following repairs, improvements, installations, or removals must be visible from the public right-of-way.

Building Code Violations
Exterior Painting
Landscaping
Tree Trimming & Removal
Roofing
Stucco/Siding
Handicap Access
Sidewalks
Driveways
Cement Entryways and Walks
Garage Doors
Front Doors

Windows
Exterior Lighting
Eaves
Rain Gutters
Fences/Block Walls
Porches/Balconies
Central HVAC
Water Heater
Energy Conservation
ADA Accessibility
Other Improvements

In addition to the list provided above, modifications to conditions that are unsafe and threaten the health and welfare of occupants and/or neighbors, including structural modification and repair, may be considered eligible. (If questionable, the determination will be made by the CED Director).

Definitions of Eligible Home Improvements

Any building code violations must be corrected along with the listed exterior home improvements. The following definitions have been prepared for the purpose of clarifying the described home improvements that are eligible under the Agency's Housing Preservation Program. They are not intended to be an exhaustive list; rather they are presented in an effort to provide examples of common, eligible exterior improvements.

Exterior Painting. Includes house and garage. Must be undertaken if needed as determined by the Program Coordinator and/or Code Enforcement Staff.

Tree Trimming & Removal. Trimming and/or removal of trees that are overgrown, overcrowded, or are causing problems with the landscaping, sidewalks, or structure on or near the property due to exposed roots.

Roofing. Repair and replacement of roofing (Building permit required).

Stucco/Siding. The plastering or installation of stucco and siding to a home to improve and extend its life is eligible. Also, repairs, patching, and filling holes in the surfaces of walls is eligible.

Handicap Access. All modifications, alterations, or additions oriented to facilitate access and use of the home by the disabled are eligible. These include installation of ramps, door widening, and other adaptive measures to the exterior of the home.

Sidewalks. Repair and replacement of existing sidewalks to increase safety and overall appearance of the property are eligible (Engineering permit required on right-of-way).

Driveways. Repair and replacement of existing driveway (Engineering permit required on apron).

Entryways/Walks. Repair and replacement of existing entryways and walks, including the addition of brick work, composite pavers, and associated materials used to improve the overall appearance of the building entry. Also includes the installation of new walks where appropriate.

Garage Doors. Repair or replacement of garage doors, including the replacement of broken springs. Installation of automatic openers are only eligible for the handicapped and elderly.

Front Doors. Repair or replacement of the front doors. Any structural modifications to include widening require appropriate Building department approvals. Installation of wrought-iron security doors is not eligible.

Windows. Repair or replacement of the windows facing the public right-of-way. Any structural modifications to include widening require appropriate Building department approvals. Installation of wrought-iron security bars covering the windows are not eligible; however, repairs to existing screens are eligible.

Exterior Lighting. Installation or repair of exterior lighting. Includes landscaping lighting and security lights as well as automatic timers for the system. Any associated electrical modifications need to be approved and permitted.

Eaves. Repair and replacement of building eaves. Structural modifications require appropriate permits and approvals.

Rain Gutters. Installation of rain gutters on the house as well as the garages is eligible.

Fences/Block Walls. Repair and installation of fencing/block walls is permitted only when these face a street or public facility (Planning permit required).

Porches/Balconies. Repair and installation of porches, terraces, and balconies that face a street or public facility. Structural modifications require appropriate permits and approvals.

HVAC System. Repair, replacement, or installation of heating, ventilation, and air conditioning unit. Includes furnaces, air conditioners, heat pumps, ductwork, thermostat, and home comfort controls.

Water Heater. Repair or replacement of water heater. Building Department approval required.

Energy Conservation. Repair/Replacement/Installation of solar panels and solar system batteries.

ADA Accessibility: All modifications, alterations, or additions oriented to facilitate access and use of the home by the disabled are eligible. These include installation of ramps, door widening, and other adaptive measures to the exterior of the home.

Other Improvements. Associated improvements not listed above which will improve the overall appearance of the property from the public right-of-way are eligible. All improvements require prior approval from the Program Coordinator.

HOUSING PRESERVATION PROGRAM

STATISTICAL SURVEY

The Housing Preservation Loan Program is being funded by Community Development Block Grant (CDBG) funds, which requires the collection of the following information for federal program requirements. Please select the option that best applies to the person that is the head of the household:

HEAD OF HOUSEHOLD ETHNICITY/RACE	
☐	WHITE
☐	BLACK/AFRICAN AMERICAN
☐	ASIAN
☐	AMERICAN INDIAN/ALASKAN NATIVE
☐	NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
☐	AMERICAN INDIAN/ALASKAN NATIVE & WHITE
☐	ASIAN & WHITE
☐	BLACK/AFRICAN AMERICAN & WHITE
☐	AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN
☐	OTHER MULTI RACIAL

HOUSING PRESERVATION PROGRAM
HOMEOWNER INFORMATION

LEAD-BASED PAINT HAZARDS ACKNOWLEDGEMENT

LEAD-BASED PAINT. Lead-based paint can be present in both exterior and interior surfaces in apartments and homes. This type of paint may be found in homes built before 1978 and may be present in our City's older housing and buildings, even after periodic repainting. Lead-based paint can resurface and pose a hazard when paint surfaces crack, scale, peel, chip or become loose. This most frequently occurs on walls, stairs, porches, railings, windows, doors, woodwork, and in hallways.

HEALTH HAZARDS. Lead poisoning is a serious and continuing health hazard in our country. It can endanger any occupant of housing. However, children and infants are usually its victims when paint chips are ***eaten*** or ***chewed***. Lead poisoning, even from small amounts, may cause intellectual disability, blindness, paralysis and death.

WHAT ARE THE SYMPTOMS? At first there may be no obvious signs of lead poisoning. Symptoms appear as any number of childhood diseases. If the child has continuing and chronic stomach aches, vomiting, headaches, loss of appetite or the child frequently lacks energy, ***it may be a warning sign***. Symptoms for adults may include abdominal pain and cramping, anemia, hearing loss, headaches among others.

WHERE TO SEEK HELP. We advise and encourage any family with a child under the age of seven to be tested for elevated blood levels. Ask your doctor about this screening. The Los Angeles County Health Department offers lead-based paint screening and treatment if necessary. Some or all of the cost for screening may be paid by Medi-Cal.

PREVENTION. Don't try and remove lead-based paint yourself. Keep painted surfaces in good condition to minimize deterioration. Lead-based paint hazards may be present in water leaks from faulty plumbing and peeling and flaking walls and ceilings. For additional information please refer to the attached pamphlet.

ADDITIONAL INFORMATION. Attached you can find the HUD required informational pamphlet on lead-based paint. It provides information regarding possible health hazards associated with lead-based paint and possible ways to protect against it.

As evidenced by my signature, I have read this required information on the hazards of lead-based paint and attest that I have received the attached pamphlet.

_____ _____

Homeowner Signature Date

Please print:

NAME _____

ADDRESS _____

TELEPHONE (_____) _____

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT COMMUNITY AND ECONOMIC DEVELOPMENT STAFF AT (626) 939-8417

HOUSING PRESERVATION PROGRAM
REMEDIATION CONTRACTORS

The following is a list of Remediation Contractors. Homeowners are not required to use any of the contractors on the list, but may use it as a guide to narrow their search in finding a company to complete remediation at their residence.

Quality Environmental, Inc.
13123 Lakeland Road
Santa Fe Springs, CA 90670
(562) 941-1434

Air Inc., DBA Air Demolition & Environmental Solutions
3517 W. Washington Blvd.
Los Angeles, CA 90018

Alliance Environmental Group, Inc.
760 East Debra Lane, Anaheim, CA 92805
990 W. Tenth Street, Azusa, CA 91702
(626) 633-3500

J&J Environmental Construction Corp.
9525 Harrell Street
Pico Rivera, CA 90660
(562) 692-5060
(562) 692-4163

KB Environmental, Inc.
1812 W. Burbank Blvd., Suite 343
Burbank, CA 91506

Advanced Quality Hazmat Industries
9513 Business Center Drive, Suite E
Rancho Cucamonga, CA 91730
(909) 989-344
(800) 481-8080 Toll Free

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT COMMUNITY AND ECONOMIC DEVELOPMENT STAFF AT (626) 939-8417.

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

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

1-800-424-LEAD (5323)
epa.gov/getleadsafe

EPA-740-K-10-001
Revised September 2011

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**.

IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.

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?

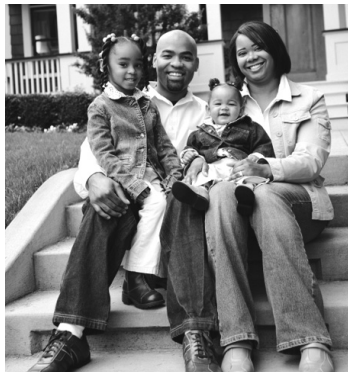
If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

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.

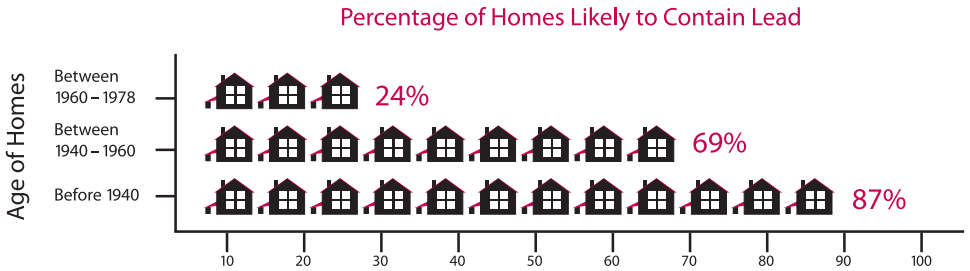
Proper work practices protect you from the dust.

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/getleadsafe 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?

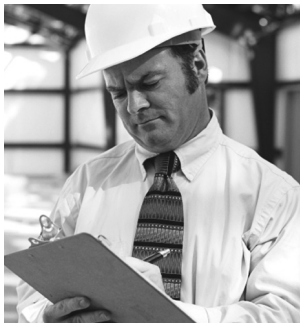
- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at epa.gov/lead/pubs/locate or contact the National 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 programs 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 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 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

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 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 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

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 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.