



**CITY OF BIDDEFORD
LEAD PAINT HAZARD REDUCTION PROGRAM
APPLICANT (MULTI-UNIT OWNER) APPLICATION AND INFORMATION**

Community Concepts (Administrator):

Questions should be directed to:

Name _____
Address _____
City/State/Zip _____

Intake Staff Name: _____
Intake Staff Phone: _____
Intake Staff Email: _____

Date _____

Please attach the following: (1) Property Deed; (2) Proof of Property Insurance; & (3) Any Outstanding Notices of Violation from the Code Enforcement Office.
[Owner-Occupants ONLY: Please also attach Proof of Household Income.]

Applicant (Owner) Information:

Owner or Entity Name (as reflected on the property deed)

Co-Owner Name (as reflected on the property deed)

Entity or Owner First Name MI Last Name

Co-Entity or Co-Owner First Name MI Last Name

Applicant Mailing Address

Address _____
City State ZIP Code

Home Phone _____
Work Phone _____

This section to be filled out ONLY if Owner's Unit is to be enrolled. If Owner's Unit is not to be enrolled, then skip to "Property Information" section below.

Total tenants in the unit (including you) _____ Check here if no dependent child under age six resides in the home

Name(s) of dependent children	Birthdate	Ages	Blood Lead Levels VEHL ug/dl

Does your home serve as a child care location? Meaning, does a child (other than your dependent) under six years of age, spend at least three hours per day, on two separate days per week (at least 60 hours or more per year) in the home? Yes No

If yes, have any of the children who received services been determined to have lead poisoning? Yes No

Property Information:

Property address for lead work:

Street City

Check property type:

MULTI-UNIT

Single-Family Rental Unit

Owner-Occupied?

County State ZIP Code

Year Built: _____ Any Outstanding Code Violations? **Y** or **N**

of Units: _____ Please List: _____

Household Income & Assets: THIS PAGE TO BE COMPLETED ONLY BY OWNER-OCCUPANTS

Owner-Occupant must complete this section if Owner's unit is to be enrolled in the program. If not, skip to Page 3.

Applicant Employment:

Self-Employed: Yes No

Employer Name _____ Employer Phone _____
 Employer Address _____ Position _____
 _____ No. of Years _____

Co-Applicant Employment:

Self-Employed: Yes No

Employer Name _____ Employer Phone _____
 Employer Address _____ Position _____
 _____ No. of Years _____

Co-Applicant Employment:

Self-Employed: Yes No

Employer Name _____ Employer Phone _____
 Employer Address _____ Position _____
 _____ No. of Years _____

Gross Income *(City of Biddeford reserves the right to request and verify income documentation.):*

GROSS AMOUNT	(a) APPLICANT	(b) CO-APPLICANT	(c) CO-APPLICANT
A. Wages (gross monthly) from Employment	_____	_____	_____
B. Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income <i>(Total A, B & C)</i>	_____	_____	_____
E. Total <i>(Line D Multiplied by 12)</i>	_____	_____	_____
F. Gross Household Income <i>(Total E(a)+E(b)+E(c):</i>			_____

** Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments. **OWNER-OCCUPANTS ONLY: PLEASE SEND ALONG WITH THE COMPLETED APPLICATION PROOF OF HOUSEHOLD INCOME**

IMPORTANT! READ THIS BEFORE SIGNING:

I/We declare under penalty of perjury that the content provided by me/us in this Application & Information Form is **TRUE, CORRECT, and COMPLETE**. I/We hereby authorize Administrator and/or the City of Biddeford to independently verify the information provided here. I/We certify that I/we have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form. I/We understand that under the False Claims Act, 31 USC 3279-3733, those who knowingly submit or cause another person or entity to submit false claims for payment of Government funding are liable for three times the Government's damages plus civil penalties for each false claim.

Signature of Applicant (Owner)

Date

Signature of Co-Applicant (Co-Owner)

Date

Office Use Only

The Gross Income as calculated pursuant to this Application: \$ _____

Maximum Eligible Income for this applicant: \$ _____ Percentage of AMI: _____

Dated

Signed by CCI Representative

Name of CCI Representative

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

PRIVACY NOTICE

City of Biddeford

Safeguarding information in this age of technology presents new challenges for all of us. At the City of Biddeford, your confidence in us is our greatest asset. For that reason we adhere to strong guidelines to ensure that any private financial information you share with us is protected and held in confidence. Our employees are highly trained and are held to the highest standards of conduct.

The City of Biddeford wants you to understand how we gather, use and safeguard information about you to provide you with our services. This notice explains our practices for the gathering, sharing and security of information relating to our customers.

Information We Gather

In order to provide you with financial services, we gather non-public personal information about you from the following sources:

- Applications, account forms and other information that you provide to us, whether in writing, in person, by telephone, electronically or by any other means. This information may include your name, address, date of birth, income, and social security number.
- Your transaction with us.
- Information about your transactions with non-affiliated parties.
- Information from a consumer reporting agency.

Information We Share

We do not share any personally identifying information on our current or former customers to any third party, except the following as permitted by law:

- With your permission.
- To comply with federal or state laws and other applicable legal requirements.
- To consumer reporting agencies.
- To respond to subpoena or court order, judicial process or regulatory authorities.
- To third parties assisting us in performing our functions or services to you. These parties include the Program Administrator (Community Concepts, Inc), the Program's Public Outreach and Resident Education Partner Agency (Coastal Healthy Communities Coalition at the University of New England), and your Maine-licensed Lead Abatement/Healthy Homes Contractor (to be determined through the Program's bidding process). These and any other third parties are under contract to maintain this information in confidence and not use this information for other purposes. For example, we may share personally identifying information with mailing services, firms that assist us in marketing our products, or with other financial institutions with whom we jointly market financial products or services. We may share personally identifying information with service providers who help us process your applications or service your accounts. Our service providers include attorneys and other professionals. **Because we do not share non-public information, outside of these exceptions, opting-out is not necessary.**

If you are no longer an active customer, we will retain your records for as long as required by law. We will continue to treat your personally identifying information as described in this notice.

Our Security Procedures and Information Accuracy

We restrict access to the personal and account information of our customers to those employees who need to know the information in the course of their job responsibilities. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to protect customer information.

We also have internal controls to keep customer information as accurate and complete as possible. If you believe that any information about you is not accurate, please let us know.

If you have a privacy-related concern, please contact the City's Planning & Economic Development Department at 207-284-9105.

CITY OF BIDDEFORD
LEAD PAINT HAZARD REDUCTION PROGRAM
APPLICANT INFORMATION FORM



This Applicant Information Form describes Program requirements and provides a list of things that you need to know and need to do before making a commitment for a Lead Paint Hazard Reduction Program **Zero-percent-interest three-year Deferred Forgivable Loan** from the City of Biddeford.

HOW THE PROGRAM WORKS: This Program is funded by the US Department of Housing and Urban Development (HUD). Funds are available to eligible, privately owned multi-unit residential properties in City census tracts 252.01 and 252.02 for the purpose of safely removing identified lead-based paint hazards in living units, on the building exterior and on the grounds, and for making the lead-safe units available to low/ moderate-income families with children under the age of 6 *on a priority basis* for a period of at least three years after lead hazards are cleared. Administered by Community Concepts, Inc (CCI), the Program accepts applications from property Owners and performs Program eligibility verifications. Once Owner has signed all required documents, and if all Program guidelines are met, Owner will receive a zero-percent-interest three-year Deferred Forgivable Loan, secured by a Promissory Note, Guaranty (as applicable), and Mortgage on the lead-abated property. CCI will inspect the lead abatement work as it is performed, and City of Biddeford will disburse payments to the Abatement Contractor from the Owner's Contribution (held in escrow) and the Owner's Lead Loan.

GENERAL PROGRAM INFORMATION

- Forgivable Loans are for residential or mixed use multifamily properties, with a maximum Loan of \$10,000 per living unit for up to ten (10) living units (maximum Loan of \$100,000 per property). Owner must lease the lead-abated units to income-eligible families for three (3) years and sign the Program Promissory Note, Mortgage, Guaranty (as applicable) and Zero-interest 3-year Deferred Forgivable Loan documents. If Program funds are not sufficient to address all lead hazards identified at the property, Owner will provide the additional funds to address all the hazards. If Owner cannot or will not do so, the City reserves the right to decline Owner's application. The cost of completing lead inspections/risk assessments and lead abatement design is funded by the City for eligible living units and not added to the Loan. The City also covers Tenant Relocation costs during the lead hazard reduction work, up to a max of \$1,225 per unit over no more than 10 days.
- Owner who receives Loan funding from the Program will pay a portion of the total cost of eligible lead hazard reduction work as follows: 10% of the total lead hazard reduction cost if the building is not under a lead abatement order (the City reserves the right to reduce/waive this Owner contribution); or 25% of the total lead hazard reduction cost if the building is under an abatement order.
- For at least three years from the date of Project completion, Owner agrees to lease the lead-safe living units to tenants with household income that is, at minimum, at or below 80% of the area median income established by HUD. If for any reason the household income requirement explained above cannot be met, Owner must obtain a "waiver" from the City or Program Administrator.
- During the work period and for at least three years thereafter, Owner agrees to pay all City assessments (taxes, sewer, etc) due on the Property and keep the Property fully insured against loss and free from future claims.
- Owner will keep the Property in good condition and make all repairs needed to comply with local code requirements.
- Owner will sign several Program documents, including an application, affidavit, agreement, mortgage, promissory note, a construction contract and other documents necessary for completion of the lead hazard reduction work. Owner must also provide proof of ownership (e.g., property deed), property insurance coverage, and any notices of code violations.
- If Owner transfers title, refinances, is foreclosed on, sells the property, or breaks the affordability requirements noted above prior to the end of the three-year Loan term, the City of Biddeford may immediately recoup the Loan funds.

TEMPORARY RELOCATION OF TENANTS DURING ABATEMENT WORK

- Owner must advise all Tenants living in enrolled Program units that they will have to relocate during the work. Owners are strongly encouraged to seek vacant units for the temporary placement of Tenants during the work. Households may be eligible for relocation reimbursement from the Program of up to \$1,225 per unit over a period of up to ten (10) days for covered costs; relocation costs beyond this are the Owner's responsibility. It is also the Owner's responsibility to have the rental units to be abated vacant and ready for Contractor's work prior to commencement of the work.
- Owner and Tenants may have to move furniture and belongings out of the planned work area (e.g., move them away from windows and into the center of the room) so Contractor can perform the work. Owners and Tenants must find their own alternative housing for pets (there will be no exceptions).

OTHER REQUIREMENTS

- Only pre-qualified Maine Department of Environmental Protection (DEP)-licensed contractors can perform the work.

- Loan proceeds cannot be used to pay for an Owner's own labor or to purchase his/her own materials to perform the work.
- No work may begin until Owner's application is approved **AND** all required documents are signed. **Any work started prior to the Loan award will not be funded by the City of Biddeford.**
- During the work, the Contractor will need to use water, electricity and other utilities. The cost for the use of these utilities will be at the expense of the Owner.
- Site visits will be conducted by staff from CCI and City of Biddeford during the application, inspection, design, construction, and clearance phases of the work. Owner will not deny access to the property for these visits.
- Owner agrees that a Program sign will be placed at the property during the work, describing it as a 'lead-safe' project.

CONTRACTOR BID PROPOSALS

- CCI will solicit a minimum of three bids from separate, qualified contractors to perform the work on Owner's behalf. The Contractor that wins the bid must be a Maine Department of Environmental Protection-licensed lead abatement contractor.
- Owners should check the Contractor's past performance through references and the Better Business Bureau. CCI may be able to assist Owners in this.
- The Project will be awarded to the qualified contractor whose bid is the lowest cost & most responsive, considering such factors as the timely start of work. Owners choosing Contractors whose bids are not the lowest, most responsive **will pay for any difference in cost.**

CONTRACTS

- City of Biddeford's Lead Paint Hazard Reduction Program requires a standard lead Construction Contract to be signed by the Owner and the chosen Contractor. City will provide the Contract to be used.

CONTRACTOR PAYMENTS

- No payments will be released to the Contractor until CCI authorizes payment. Final payment will be withheld until the Contractor passes a visual inspection and lead dust wipe clearance testing performed by CCI.
- The Owner, the chosen Contractor, and City agree that City will hold all Contractor payments including the Owner Contribution and distribute same on the Owner's behalf and in accordance with Program rules. The Owner's 10% (or 25%) financial contribution will pay the Contractor first --before any Loan funds are distributed --for the lead hazard reduction or Healthy Homes work.

RETURNING HOME

Owners and/or their Tenants cannot return home until all of the interior work is completed and the dust wipe sample testing meets lead clearance criteria. There may be additional work that needs to be completed on the exterior of the home. This can be done safely while Owner and/or Tenants live in the home.

RESOLUTION OF DISPUTES: City of Biddeford uses a standard procedure during the unit rehabilitation process for resolving disputes arising amongst the Owner, the Contractor, and CCI. CCI is initially responsible for resolving disputes. If a dispute arises that concerns the provisions of the signed Contract or the performance of the parties, the impacted party shall contact CCI immediately and describe the complaint. If CCI is unable to informally resolve the dispute, CCI will assist the impacted party through the following process.

- *Notice of Dispute.* Within five business days of becoming aware of a dispute that is not readily resolved, CCI will send City of Biddeford a notice of the dispute with a copy of any written correspondence from the complainant. CCI will also send a copy of the notice of dispute to the complainant. If City of Biddeford learns of the dispute first, City shall, within three working days, send CCI a notice of dispute along with any correspondence from the complainant. For the most efficient process, contact CCI first, not the City of Biddeford.
- *Informal Conference.* CCI will set up an informal conference to be held within fifteen days from when CCI becomes aware of the dispute. CCI will notify all parties of the date, time and place of the informal conference, giving reasonable consideration to the schedules of all parties and the severity of the dispute. If the informal conference produces a resolution to the dispute, CCI will prepare a document signed by all parties involved in the dispute that plainly states the agreed-upon resolution.
- *Binding Arbitration.* The lead hazard construction Contract and/or the general construction contract between the Contractor and Owner will contain a binding arbitration clause. If the informal conference does not produce a resolution, CCI will issue a document stating that no resolution was reached and that the parties will participate in a binding arbitration proceeding to be held as soon as possible after the informal conference. Unless CCI, Owner, and Contractor otherwise agree, the arbitration shall be conducted in accordance with the construction industry arbitration rules of the American Arbitration Association. The decision of the Arbitrator will be final.

AFFIRMATIVE MARKETING INFORMATION: Please complete the following section to assist us in fulfilling our affirmative marketing requirements. Your response is voluntary and will not affect your application.

Ethnicity of the Persons in your household

Hispanic or Latino: Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino: NOT of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race of the Persons in your household (check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White or Caucasian

Other

IF YOU DO NOT UNDERSTAND ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT, PLEASE CONTACT COMMUNITY CONCEPTS INC FOR CLARIFICATION BEFORE SIGNING.

I/We declare under penalty of perjury that the information in this Application and Information Form is **TRUE, CORRECT, and COMPLETE**. I/We hereby authorize Administrator and/or the City of Biddeford to independently verify the information provided here. I/We certify that I/we have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form. I/We understand that under the False Claims Act, 31 USC 3279-3733, those who knowingly submit or cause another person or entity to submit false claims for payment of Government funding are liable for three times the Government's damages plus civil penalties for each false claim.

APPLICANT (OWNER):

CCI (ADMINISTRATOR):

Signature of Applicant

Signature of CCI Representative

Signature of Co-Applicant

CCI Representative Name

Date

Date

UNIT # _____

CITY OF BIDDEFORD

LEAD PAINT HAZARD REDUCTION PROGRAM

TENANT APPLICATION AND INFORMATION



Administrator (CCI):

Questions should be directed to:

Name _____
Address _____
City/State/Zip _____

Intake Staff Name: _____
Intake Staff Phone: _____
Intake Staff Email: _____

Return completed & signed application to the above-named Administrator, along with Proof of Income (copy of 3 most recent paystubs, a letter of award from the Social Security Administration, etc)

Date _____

Tenant Information:

Tenant Name Birthdate: Co-Tenant Name Birthdate:
Mailing Address Home Phone: Work Phone: Email:
Bedrooms & Monthly Rent (State Funding Only):

Total number in house (including you) [] No dependent children under six years of age resides in the home.

Table with 4 columns: Name(s) of dependent children, Birthdate, Ages, Blood Lead Levels VEHL ug/dl

Does your home serve as a child care location? Meaning, does a child other than your dependent, under six years of age spend at least three hours per day, on two separate days per week (at least 60 hours or more per year) in the home? [] Yes [] No
If yes, have any of the children who received services been determined to have lead poisoning? [] Yes [] No

Household Income & Assets:

Occupant must complete this section and provide proof of income to have his/her living unit enrolled in the program.

Tenant Employment:

Employer Name _____
Employer Address _____

Self-Employed: [] Yes [] No
Employer Phone _____
Position _____
No. of Years _____

Co-Tenant Employment:

Employer Name _____
Employer Address _____

Self-Employed: [] Yes [] No
Employer Phone _____
Position _____
No. of Years _____

UNIT # _____

Co-Tenant Employment:

Self-Employed: Yes No

Employer Name _____

Employer Phone _____

Employer Address _____

Position _____

No. of Years _____

Gross Income (City of Biddeford reserves the right to request and verify income documentation.)

GROSS AMOUNT	(a) TENANT	(b) CO-TENANT	(c) CO-TENANT
A. Wages (gross monthly) from Employment	_____	_____	_____
B. Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income (Total A, B & C)	_____	_____	_____
E. Total (Line D Multiplied by 12)	_____	_____	_____
F. Gross Household Income (Total E(a)+E(b)+E(c):	_____		

** Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments. **-PLEASE SEND WITH THIS APPLICATION PROOF OF ALL HOUSEHOLD INCOME-**.

IMPORTANT! READ THIS BEFORE SIGNING:

I/we declare under penalty of perjury that ALL information provided on this form is **TRUE, COMPLETE** and **CORRECT**, and I/we authorize and acknowledge City of Biddeford's right to verify the information. I/we understand there are significant penalties for submitting false information when applying for Federal assistance, such as that provided under this Program, including the possibility of fines and imprisonment.

Signature of Tenant

Date

Signature of Co-Tenant

Date

Office Use Only

The Gross Income as calculated pursuant to this Application: \$ _____

Maximum Eligible Income for this applicant is: \$ _____ Percentage of AMI: _____

Dated

Signed by CCI Representative

Name of CCI Representative

UNIT # _____

**LEAD PAINT HAZARD REDUCTION PROGRAM
TENANT APPLICATION AND INFORMATION FORM**

This Tenant Application and Information Form describes program requirements and provides a list of things that you need to know and do before you participate in the Lead Paint Hazard Reduction Program ("Program") at the City of Biddeford.

HOW THE PROGRAM WORKS: The Program is administered for the City of Biddeford by COMMUNITY CONCEPTS (CCI). CCI will take your application and perform all necessary eligibility verifications. After you have signed all necessary documents and if all Program guidelines are met, you will receive a zero-percent interest 3-year deferred forgivable loan for the Owner of your apartment/unit to abate lead paint. The program uses U.S. Department of Housing and Urban Development (HUD) funds to provide financial assistance under the Program.

TEMPORARY RELOCATION: Landlords must advise Tenants living in units that are enrolled in the Program that they will have to relocate during the lead hazard reduction work. Landlords are strongly encouraged to seek vacant units for the temporary placement of tenants during this work. Temporarily relocated tenants are eligible for cost reimbursement of up to \$1,225 per unit to help with their temporary relocation costs over a period not to exceed ten (10) days. It is the landlord's responsibility to have enrolled living units vacant and ready for work prior to commencement of the work. In addition:

- Tenants may have to move furniture or belongings away from the work area in the unit so the contractor can perform the work.
- Tenants must find their own alternative housing for any pets. There will be no exceptions.

OTHER REQUIREMENTS:

- During the work, the Contractor will need to use water, electricity and other utilities. **The cost for the use of these utilities will be at the expense of the Owner.**
- Site visits will be conducted by staff from CCI and City of Biddeford during the construction phase.

RETURNING HOME: Tenants cannot return home until all of the interior work is completed and the dust wipe clearance test passes inspection standards. There may be additional work that needs to be done on the exterior of the home, but this can be done safely while tenants occupy the home.

DEMONSTRATION OF LEAD-SAFE CLEANING METHODS: By signing this form, Tenants of units made lead-safe by the Program agree to receive a visit (either in person or virtual) from a staff member of the Coastal Healthy Communities Coalition (CHCC) at the University of New England. This public health professional will demonstrate for Tenants how to clean the unit in a manner that will help maintain its lead-safe condition. A kit of cleaning supplies will be delivered to the unit for this demonstration, and all supplies will be left with the Tenant, free of charge, for their continued use.

FEDERAL REPORTING DATA: Please complete the following section for the Program's Federal reporting purposes. Your response is voluntary and will not affect your application.

Ethnicity of the Persons in your household:

Hispanic or Latino: Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino: NOT of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race of the Persons in your household (check all that apply):

American Indian or Alaska Native

Native Hawaiian or Other

Asian

Pacific Islander

Black or African American

White or Caucasian Other

IF YOU DO NOT UNDERSTAND ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT, PLEASE CONTACT COMMUNITY CONCEPTS INC (CCI) FOR CLARIFICATION BEFORE SIGNING.

I/We declare under penalty of perjury that the information in this Tenant Application & Information Form is **TRUE, CORRECT, and COMPLETE.** I/We hereby authorize Administrator and/or the City of Biddeford to independently verify the information provided here. I/We certify that I/we have read, understand, and agree to the responsibilities and information contained in this Tenant Application & Information Form. I/We understand that under the False Claims Act, 31 USC 3279-3733, those who knowingly submit or cause another person or entity to submit false claims for payment of Government funding are liable for three times the Government's damages plus civil penalties for each false claim.

Tenant Signature: _____

Date: _____

Co-Tenant Signature: _____

Date: _____

UNIT # _____

CITY OF BIDDEFORD
LEAD PAINT HAZARD REDUCTION PROGRAM
BLOOD TESTING RELEASE FORM



Occupant Name: _____
First MI Last

Co-Occupant Name: _____
First MI Last

Property: _____

Apartment # _____

It is recommended that all children under six years of age have their blood lead level tested prior to hazard abatement work in your home. If your children have not received a blood test in the past **three (3) months**, you should contact your child's primary health care provider or the local health department to arrange for a test.

Please check the boxes below that best describe your child/ren under the age of six (6):

My child/ren under age 6 **have** had their blood lead levels tested in the past **(3) months**. Their names are below:

	Name(s) of children under 6	Date of Test	Test Provider
1			
2			
3			
4			
5			

I hereby authorize the provider listed above to release the results of this (these) blood test (s) to the Lead Hazard Reduction Program. **OR**

My children under age 6 **have not** had their blood lead levels tested in the past **(3) months**, and I agree to have them tested at this time. **OR**

For Religious purposes and/or personal reasons, I choose **not to have** my child (children's) tested for lead.

I/We voluntarily disclose this information. I/We understand that disclosure of this information is not required for participation in the Lead Paint Hazard Reduction Program.

Parent or Guardian Signature

Date

Parent or Guardian Name

UNIT# _____

CITY OF BIDDEFORD
LEAD PAINT HAZARD REDUCTION PROGRAM
TENANT ACKNOWLEDGEMENT



APPLICANT (OWNER):

CO-APPLICANT (CO-OWNER):

Entity or Owner First Name MI Last Name

Entity or Owner First Name MI Last Name

PROPERTY

ADMINISTRATOR (CCI):

Property Street

Name

City State Zip

Mailing Address

City State Zip

I/We the below listed Tenant(s) acknowledge and understand that the purpose of the funds being provided under the City of Biddeford Lead Paint Hazard Reduction Program (the "Program") is to abate lead hazards identified in my apartment/unit located at the above Property. I/We also understand that the funds being provided under this Program may not be sufficient to address all lead hazards in or around my apartment/unit and that the Owner(s) will be responsible for providing any additional funds that may be necessary to address all such hazards. City of Biddeford reserves the right to deny any project application if completion of the project cannot be met under Program funding guidelines. City of Biddeford will review each project on a case-by-case basis.

I/We acknowledge and understand that the lead hazards to be addressed with Program funds will be those specifically identified in a Program *Construction Contract* between the property Owner(s) and a licensed lead abatement Contractor, and these identified lead hazards will be mitigated in accordance with lead hazard control guidelines established by the Maine Department of Environmental Protection (DEP) and the US Department of Housing and Urban Development (HUD).

I/We acknowledge that I/we have received a copy of the US Environmental Protection Agency pamphlet entitled, ***Protect Your Family From Lead in Your Home*** in connection with our apartment/unit.

Signature of Tenant

Apartment #

Date

Name of Tenant

Signature of Co-Tenant

Apartment #

Date

Name of Co-Tenant

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



Protect Your Family From Lead in Your Home



Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact Office of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/lead

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
March 2021

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(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) 906-6809

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
Air and Toxics Enforcement Section
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon,**" used to treat an upset stomach.

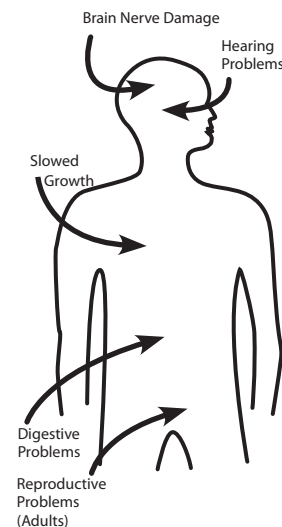
⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **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
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm²), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

Abatement is designed to permanently eliminate lead-based paint hazards. However, lead dust can be reintroduced into an abated area.

- Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner.

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), epa.gov/lead, or call 1-800-424-LEAD.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples

- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:

- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples

- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.



Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.