



LEAD HAZARD REDUCTION PROGRAM – RENTAL

GENERAL QUALIFICATIONS AND CONDITIONS FOR PROGRAM ELIGIBILITY

1. The intent of the Lead Hazard Reduction Program (LHRP) is to provide financial assistance to rental properties occupied by low- and moderate-income tenants to prevent childhood lead poisoning and unsafe lead hazard conditions. All properties must be located within the city limits of the City of Fontana to be eligible.
2. The Lead Hazard Reduction Program provides **one-time grants** to property owners up to \$30,000 per unit to perform any lead hazard reduction work identified by the City. For units requiring work more than the maximum grant amount will be reviewed on a case-by-case basis.
3. Lead-Based Paint. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. All properties participating in this program will be tested by a certified, licensed Lead Professional to determine what surfaces contain lead and need to be abated/removed.
4. Units occupied by children under the age of six and pregnant women will be given priority during the application process and work will be expedited.
5. Applicants shall be eligible for only one (1) grant per property under this program.
6. Property owners must demonstrate that their tenants' household income do not exceed those listed in the tables below. Household income includes all income from all adults (18+) living in the unit.

Number of Units on Property	Income Level Requirements
< 5 Units	<ul style="list-style-type: none">- At least 50% of units must be <u>below</u> 50% AMI- Remaining units must be below 80% AMI
≥ 5 Units	<ul style="list-style-type: none">- At least 50% of units must be <u>below</u> 50% AMI- 30% of units must be <u>below</u> 80% AMI- 20% of units can be <u>above</u> 80% AMI

2024 ELIGIBILITY INCOME LIMITS

Household Size	Income Limits	
	50% AMI	80% AMI
1	\$35,900	\$57,400
2	\$41,000	\$65,600
3	\$46,100	\$73,800
4	\$51,250	\$82,000
5	\$55,350	\$88,600
6	\$59,450	\$95,150
7	\$63,550	\$101,650
8	\$67,650	\$108,250

Effective May 1, 2024

7. After a property is inspected for the presence of lead-based paint, a report is prepared that describes any lead hazards in the unit. Federal Law (24 CFR part 35 and 40 CFR part 745) mandates that any report related to the presence of lead-based paint in your property must be provided to all current and future tenants and purchasers of your property before they become obligated under a lease or sales contract. In other words, make sure that you keep a copy of any lead reports that you may obtain through this program and be sure to provide a copy to any potential renter or buyer in the future.

8. Elevated Blood Level (EBL) testing is available for any children under the age of 6 living in your property. This test measures the amount of lead in the blood. Testing is not required to participate in the program however all of your tenants will be asked if they would like to have their children tested. If they decide to have any child(ren) tested, it will be free of charge.

9. Any report that is produced as a result of this program, must be disclosed to current tenants. Property owner(s), or their representative, is required to obtain a signed and dated receipt of this disclosure from each occupied unit. These receipts must be submitted to the City within 5 business days.

Owner's Initial

10. In order to receive these grant funds, property owners will be required to give priority of any available units to low-income families with a child under the age of six for three (3) years after work completion (clearance date).

11. During the three (3) year period, property owners will have to certify annually that they have attempted to comply with prioritizing low-income families with a child under the age of six for any available units. If this annual certification is not completed and returned to the City by the specified deadline, then the property owner may be liable for all or part of total costs that were spent through the program.

12. All units that participate in this program will be listed on a publicly accessible Lead-Safe Unit registry maintained by the City.

13. The abatement and/or subsequent repair work may require your tenants to relocate temporarily to permit the lead-based hazard control program to be carried out. **This is NOT a notice to move.** Please do not make moving arrangements until you receive official notice from the City that: (1) temporary relocation is required; (2) the approximate duration of the temporary relocation has been determined; and (3) the date required for your relocation is established. You will be contacted by City staff to inform you whether or not temporary relocation will be required for your project. Your participation in the Lead Hazard Reduction Program is **voluntary**. Because participation is voluntary, your tenants are not considered a displaced family and are not eligible for relocation benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

14. The City, as part of its role, will prepare the work description and assign the contractors that will be responsible for the abatement and related repairs.

15. After all required program approvals, the City will prepare all necessary agreements and contracts. At the pre-construction meeting organized by City staff, the property owner will contract directly with appropriately licensed and certified contractors who maintain a current license in good standing with the Contractors State License Board, have the required general liability and workmen's compensation insurance coverage, and will obtain or already have a City business license.

16. Do not sign any contractor-provided agreements or contracts to perform work.

17. Work may not commence until a Notice to Proceed is issued by the City of Fontana. This will be decided at the pre-construction meeting.

18. The City of Fontana will not be responsible for any personal funds advanced to the Contractor or any expenses incurred on your own. Side agreements entered into with the Contractor are prohibited.

19. Program grant proceeds may only be used for the costs of services and materials necessary to carry out the repair work. All funds are disbursed through the City upon receipt of an invoice and proper documentation from the contractor, as well as written consent from the property owner and the City staff. **All funds disbursed**

are payable to the contractor/vendor for work performed. No funds will be provided directly to the property owner(s).

20. Applicants shall permit City of Fontana staff or its agents to conduct necessary property and repair work inspections.

21. The City of Fontana reserves the right to deny requests in specific instances where the repairs to be completed do not conform to these or other program guidelines.

22. The City of Fontana determines the eligibility of the applicant to the program.

23. If required, the City may require additional environmental testing and/or repairs for other environmental hazards in the home including but not limited to: mold, radon, asbestos, silica, radiation, etc. Additional funds maybe provided to eliminate these hazards if identified during additional testing.

I/WE have read and understand the foregoing general qualifications and conditions for program eligibility. I/WE further understand that any misstatements, omissions, misrepresentations, deletions, falsifications, or other actions which result in MY/OUR not conforming to the requirements listed above in other contract documentation will subject MY/OUR application to immediate cancellation and cause any disbursed funds to become immediately due and payable and may cause further legal action if warranted.

Owner's Signature

Owner's Signature

Date

Date

APPLICATION INSTRUCTIONS

A complete application must have all of the items listed below for both property owner(s) and all tenants that occupy the property.

Owner Application:

- ☐ Read, Sign and Date General Qualifications & Conditions for Program Eligibility (pages 1-3). *This must be signed by the property owner. Signatures from the property managers will not be accepted.*
- ☐ Complete Program Application (pages 4-5)
- ☐ Submit all required Owner documents listed on page 9

Tenant Information (Information below should be provided and separated for each occupied unit):

- ☐ Complete Tenant Household Information (pages 6-8)
- ☐ Submit all tenant required documents for each occupied unit listed on page 9



CITY OF FONTANA

LEAD HAZARD REDUCTION PROGRAM – RENTAL

PROGRAM APPLICATION

Please provide information for all owner(s) and property manager(s) of the property:

Address of Property	
# of Units	# of Occupied Units
# of Units Occupied by Children Under 6 or Pregnant Women	Year Built

APPLICANT – Property Owner	
Name	
Address	
Phone Number (Primary)	email address:
Property Management Company (if, any)	
Property Management Address	
Property Manager Name	
Property Management Phone Number	Property Management email address

Preferred Method of Communication?

- | | | |
|---|--|---|
| <input type="checkbox"/> Owner Phone | <input type="checkbox"/> Owner Mail | <input type="checkbox"/> Owner Email |
| <input type="checkbox"/> Property Manager Phone | <input type="checkbox"/> Property Manager Mail | <input type="checkbox"/> Property Manager Email |

How did you hear about the program? ☐ Social Media ☐ Website ☐ Other: _____



Model/Property Photo Release Form

I hereby grant permission to the City of Fontana, its employees and agents, to photograph me and/or my property, and to edit, copy, publish and use the photograph(s) in any manner the City deems proper, including in City publications and/or online advertising materials on the City's website. I further consent that my name, property and identity may be revealed. I relinquish any and all rights, title and interest I may have in the finished pictures, negatives and copies, and I hereby waive and release any and all claims against the City for utilizing such photograph(s).

- ☐ Yes, I authorize the City to use any photographs of my property for future marketing purposes.
- ☐ No, I do not authorize the City to use any photographs of my home.

By signing below, I acknowledge that I am of legal age and freely sign this release, which I have read and understand.

Signature:

Date:

Print Name:

Address:

City, State, Zip:

TENANT HOUSEHOLD INCOME INFORMATION – Please print out pages 6-8 for each occupied unit in the building.

Complete the following for **all** persons residing in the unit (attach additional sheets if necessary).

Full Address (including Unit #)				
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Head of Household (HOH)	Annual Income
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to HOH	Annual Income
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to HOH	Annual Income
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to HOH	Annual Income
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to HOH	Annual Income
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to HOH	Annual Income
Name	Age	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to HOH	Annual Income
List and Explain any Additional Sources of Income within the Household				
Enter Household Size: _____ persons		Enter Total Annual Household Income: \$ _____		

Please list All Other Asset Accounts and their respective values

Account Category	Current Cash Value
Stocks/Bond/Other Investment Accounts	\$
Life Insurance Net Cash Value	\$
Net Worth of Business	\$
Other Assets (list) _____	\$

Please complete the following demographic information, which will be strictly confidential and is requested for statistical reporting purposes only. Select the most appropriate category.

Ethnic Background:

☐ Hispanic ☐ Non-Hispanic

Racial Background:

<input type="checkbox"/> White	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Asian
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Other
<input type="checkbox"/> Black/African American & White	<input type="checkbox"/> American Indian/Alaskan Native & White	
<input type="checkbox"/> Asian & White	<input type="checkbox"/> American Indian/Alaskan Native & African American	

Head of household:

☐ Male

☐ Female

Blood Lead Testing:

Has any child living in your home been tested for lead in the last 6 months?

☐ Yes

☐ No

If you have any children under 6 in your household, would you be willing to have them tested for Elevated Lead Blood Levels? The testing would be of no cost to you.

☐ Yes

☐ No

Please list All Applicable Savings and Checking Account Information for Each Account Held (All Adults)

Name of Bank/Saving and Loan/Credit Union/Other Financial Institution:	Account Number:
Current Account Balance:	Savings or Checking:
Name of Bank/Saving and Loan/Credit Union/Other Financial Institution:	Account Number:
Current Account Balance:	Savings or Checking:
Name of Bank/Saving and Loan/Credit Union/Other Financial Institution:	Account Number:
Current Account Balance:	Savings or Checking:
Name of Bank/Saving and Loan/Credit Union/Other Financial Institution:	Account Number:
Current Account Balance:	Savings or Checking:
Name of Bank/Saving and Loan/Credit Union/Other Financial Institution:	Account Number:
Current Account Balance:	Savings or Checking:

Acknowledgement of Receipt of Lead-Based Paint Pamphlet:

☐ I have received a copy of the pamphlet, *"Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools"* 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.

☐ I did not receive the Lead-Based Paint Pamphlet.

I hereby certify that the aforementioned statements are true and correct. If at any time this information is found to be false or incorrect, I understand that it may cause the entire property to be terminated from the program.

Head of Household Signature

Date



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Release of Information

I/we, _____, the undersigned hereby authorize
_____, to release without liability to the City of
Fontana or its agents, any and all information they may request.

INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verification and inquiries that may be requested include, but are not limited to:

Identity and Marital Status	Employment, Income, and Assets
Medical or Child Care Allowance	Credit and Criminal Activity
Residences and Rental Activity	

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for, and continued participation in the Housing Rehabilitation Program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release information (depending on program requirements) include, but are not limited to:

Previous Landlords	Welfare Agencies
Courts and Post Offices	State Unemployment Agencies
Schools and Colleges	Social Security Administration
Law Enforcement Agencies	Medical and Child Care Providers
Support and Alimony Providers	Banks and other Financial Institutions
Veterans Administration	Retirement Systems
Utility Companies	Credit Providers and Credit Bureaus
Credit Rating Agencies	Real Estate Appraisers
Home Inspection Report	

CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization will be retained by the Agency and remain in effect for one year from the date signed. I understand I have a right to review my file and correct any information that I can prove is incorrect.

Signature (Applicant)

(Print Name)

Date

Signature (Co-Applicant)

(Print Name)

Date

LEAD HAZARD REDUCTION PROGRAM – RENTAL APPLICATION SUBMITTAL CHECKLIST

In order to evaluate your application for eligibility in our program, our office requires the submission of the following documents:

OWNER OR OWNER REPRESENTATIVE:

- ☐ **COPY OF GRANT DEED- Must be most recent Recorded Copy**
- ☐ **COPY OF CURRENT INSURANCE DECLARATION**
- ☐ **COPY OF RECENT PROPERTY TAX BILL**
- ☐ **IF MANAGEMENT COMPANY APPLYING ON BEHALF OF OWNER, COPY OF MANAGEMENT AGREEMENT WITH OWNER**
- ☐ **COPY OF CURRENT RENT ROLL**

FOR EACH TENANT OCCUPIED UNIT PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

ALL UNIT OCCUPANTS:

- ☐ **COPY OF PHOTO IDENTIFICATION**
Provide photo identification (i.e., driver's license or CA I.D.) for every person who lives in the home or who is on title. School ID or birth certificates for those under 18.

ALL ADULTS IN UNIT:

- ☐ **COPY OF INCOME TAX FORMS FOR PRIOR YEAR**
Submit a complete copy, inclusive of all attachments, forms and schedules of the most recent federal income tax return for all income producing household members. If self-employed, please provide the last two years of your complete federal tax returns.
- ☐ **COPY OF INCOME VERIFICATION DOCUMENTATION FOR ALL ADULTS LIVING IN THE HOME AND ON TITLE (EVEN IF NOT LIVING IN THE HOME)**
 - ☐ *This includes the last three (3) months of the most recent consecutive payroll stubs, unemployment, gig business statements (i.e. Uber, Lyft, Instacart, etc)*
 - ☐ *Other Benefits: most recent social security benefits award letter, CalWorks/CalFresh benefits letter, pension or retirement letters stating gross amount and frequency, alimony and child support agreements*
 - ☐ *Self-Employment – please provide a monthly Profit and Loss statement for the last 12 months.*
 - ☐ *Last three months Bank Statements for all Accounts (i.e. Checking, Savings, Investments, etc) for each adult household member. If you have deposits other than your wages or benefits, please request a Deposit Explanation Form. You must provide an explanation of where the funds came from.*

When submitting documentation - DO NOT SEND ORIGINALS - please provide photocopies.

Any questions please contact:

Email: housing@fontanaca.gov

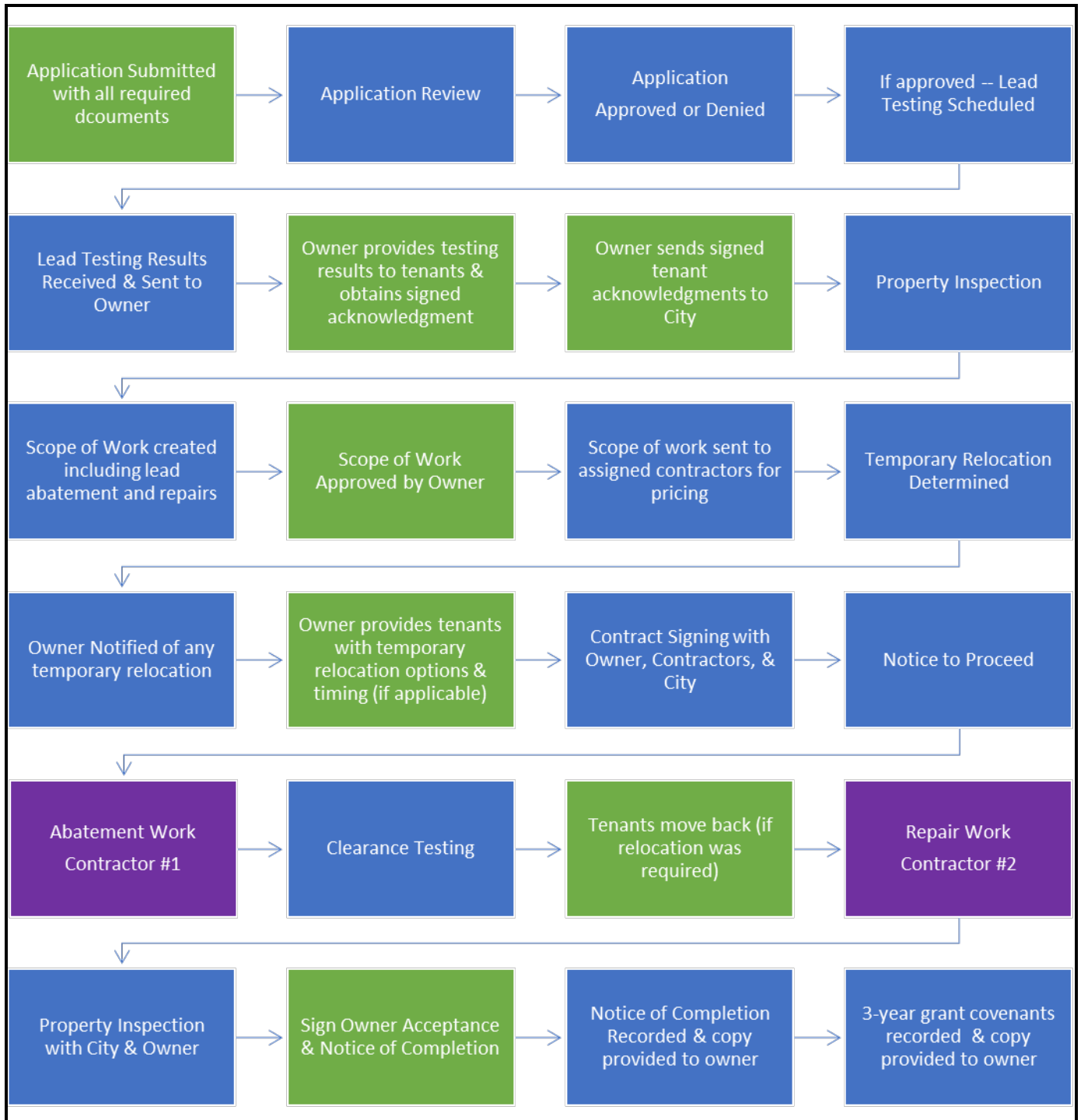
Phone: (909) 350-6606

Return Complete Application and Required Documentation by mail or in person to:

City of Fontana
8353 Sierra Ave
Fontana CA 92335
Attn: Housing Department/LHRP

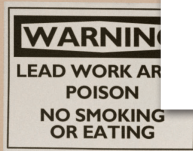


LEAD HAZARD REDUCTION PROGRAM – RENTAL PROGRAM FLOW CHART



Property Owner Initiated Step
 City Initiated Step
 Contractor Step

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)

epa.gov/getleadsafe

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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.



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



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](https://www.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.

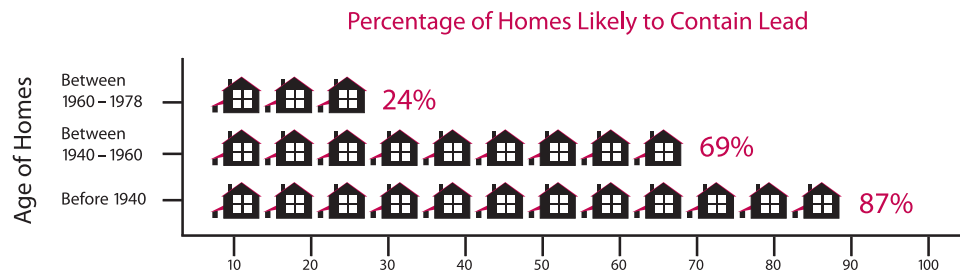
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

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/

INFORMATION ONLY:
DOES NOT NEED TO
BE FILLED OUT



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.