

Date:

Dear Homeowner:

Enclosed you will find an application package for the Greene County Housing Rehabilitation Program. Please review the guidelines and complete the application.

Complete and return the following:

- Housing Rehabilitation Program Application**
- Projected Yearly Income**
- Income Verification**
- Lead Based Paint Receipt Form**

Please include copies of the following with the application:

- Income Verification**
- Receipts of your last paid property taxes**
- Copy of your deed**

You may use this document as a checklist to ensure that you have all of the paperwork needed to process your application. Please use the address label that I have attached for your convenience when mailing your documents.

Please feel free to contact me at 724-852-5276 between 8:30 am and 4:30 pm, Monday thru Friday, if you have any questions.

Thank you,

Kathleen Gregg, Housing Coordinator
Greene County Human Services

ksg

GREENE COUNTY HOUSING REHABILITATION PROGRAM
WAITING LIST POLICY

Placement on the Greene County Housing Rehabilitation Program waiting list is first come first served. An applicant is placed on the waiting list to receive services based on the date when their application is received and approved by the county. The county reserves the right to determine any and all emergencies on a case by case basis to determine if an exception to the waiting list policy is warranted. Some potential exceptions may relate to:

- A. Medical/ Health Conditions
- B. Catastrophic Situations Fire /Flood/Acts of God
- C. Weather Related Circumstances

Emergency exception determinations will be made by the Board of Commissioners based on recommendations from staff and inspector. Written verification of the determination will become part of the applicant's file.

Greene County
Housing Rehabilitation Program
General Project Guidelines

The goal of the Greene County Housing Rehabilitation Program is to provide safe and adequate housing for low and moderate-income Greene County residents living within the 15370 zip code. To be eligible the applicant must meet the income guidelines, own the residence and the property upon which it sets, occupy the residence, and have all current taxes paid. To meet this program goal Greene County will adhere to Section 8 Housing Quality Standards (HQS). The value of the applicant's residence may not exceed the FHA 203(b) limits. Eligible Greene County residents may receive a grant of not less than \$1,000 or more than \$25,000.

PROPERTY ELIGIBILITY

- A. The Housing Rehabilitation Program is open to all income eligible Greene County residents whose principal and primary residence is the unit being rehabilitated within in the 15370 zip code.
- B. Ownership interest (including manufactured housing) will be established by means of a deed, a fee simple title, a 99-year lease, or an equivalent form of ownership approved by DCED.
- C. The pre rehab value of the residence is to be "modest." The post rehab value cannot exceed 95% of median sales as established by HUD. The total project cost cannot exceed 80% of the post rehab value of the property.
- D. The residence must be located in Greene County (15370 zip code area).
- E. All County, School and Municipal property taxes must be paid.
- F. Rehabilitation may be completed on manufactured homes if it is determined that the after rehab value would be greater than the rehabilitation funds expended. In the event that this cannot occur a replacement unit meeting federal construction standards may be installed.
- G. For manufactured housing, the following pertains as relevant:
 - 1. It is to be situated on a permanent foundation with wheels removed. This can be a block foundation or on block piers with skirting installed.
 - 2. It must be connected to permanent utility hook-ups.
 - 3. It must be located on land that the applicant holds a deed, a fee simple title, a 99-year lease, or equivalent form of ownership approved by DCED.
 - 4. The unit must be compliant with federal construction standards of those produced after June 15, 1976. If produced prior to that date, it must comply with applicable state and local standards.
- H. All properties must meet Section 8 Housing Quality Standards (HQS) and all local housing codes after rehabilitation has been completed.
- I. Greene County will not expend County HOME funds within any municipality already operating their own HOME funded Housing Rehabilitation Program. Individuals residing in those municipalities may apply to the County's Housing Rehabilitation Program once that municipality's HOME funds have been exhausted.
- J. County HOME funds may be expended to provide Housing Rehabilitation services in CDBG Entitlement Communities that do not already provide Housing Rehabilitation services.

INCOME ELIGIBILITY

To qualify for the Section 8 Housing Program the applicant must have a low income according to criteria established by the U.S. Department of Housing and Urban Development. The Section 8 Income Guidelines for Greene County are as follows:

Low Income

1 person	\$ 28,350
2 persons	\$ 32,400
3 persons	\$ 36,450
4 persons	\$ 40,500
5 persons	\$ 43,750
6 persons	\$ 47,000
7 persons	\$ 50,200
8 persons	\$ 53,450

The County proposes to offer a 100% deferred grant, for the cost of rehabilitation, not to exceed \$25,000, for those applicants qualifying under HUD guidelines.

ELIGIBLE REHABILITATION COSTS

- A. Development hard costs (actual rehabilitation costs) including:
 - 1. Costs to meet Section 8 Housing Quality standards (HQS).
 - 2. Essential improvements.
 - 3. Energy-related improvements.
 - 4. Abatement of lead-based paint hazards.
 - 5. Improvements for handicapped persons.
 - 6. Repair or replacement of major housing systems.
 - 7. Anticipated repairs and general property improvements of a non-luxury nature.
- B. Demolition costs (when part of rehabilitation project).
- C. Site improvements and utility connections.
- D. Related soft costs (reasonable and necessary costs) including:
 - 1. Architectural, engineering, or related professional services incurred by the owner as part of the rehabilitation project.
 - 2. Financing costs such as credit and title verification costs, recording fees, building permits, legal fees, and appraisals incurred by the owner.
 - 3. Temporary relocation costs.

HOUSING REHABILITATION PROCEDURE

- A. A Greene County resident requests an application. The completed application is submitted along with proof of property ownership (deed), income verification documents, and property tax receipts. Income must be projected for twelve months from the date of the application. Income verifications remain in effect for a period of six months from the date of the application. All income must be reported. A listing is included in the application explaining what types of income must be reported and what types are not to be reported.

- B. Applications are filed with the County's Housing Rehabilitation Program. Once the application is approved the Applicant's name is placed on a first come first serve waiting list.
- C. The County's Housing Rehabilitation Program Manager will contact the Applicant when their name comes up on the list. A qualified Housing Inspector will schedule an on site inspection with the Applicant. The residence will be inspected for safety and code deficiencies. Per HUD requirements, the residence will also be assessed for lead based paint by a qualified Lead Based Paint Inspector. The Housing Inspector and the Lead Based Paint Inspector will collaborate to draft bid specifications and set an initial project cost estimate. Requirements set by the Pennsylvania State Historic Preservation Office and the Flood Plain Management Office, when applicable to a project, will also be met. Photographs will be taken.
- D. In the event that the project cost estimate to rehabilitate the residence is over the County's cap amount the Applicant will be given the option of completing the rehabilitation work themselves to bring the project cost estimate under the County's cap amount or pay a contractor, of their choice, themselves to bring the project cost estimate under the County's cap amount. Both options must adhere to all the requirements as set by HUD and the County's bid specifications. If the Applicant is unwilling or unable to select either option the County will be unable to proceed with the rehabilitation of the residence.
- E. A copy of the bid specifications will be sent to the Applicant, along with three bid packets, and a list of County approved Contractors. The Applicant will contact a minimum of three Contractors to request bids. The Contractors will submit sealed bids to the County's Housing Rehabilitation Program by a pre-determined date and time as set by the County. The Housing Rehabilitation Program Manager will open the sealed bids. All bids not received by the designated date and time will be rejected. The Housing Inspector, the Applicant, and any bidding Contractor can be present at the bid opening. The lowest bid will be accepted if the county can be assured that the bid is reasonable and necessary for the proper and efficient administration of the program. All bids that fall outside a range of 15% above or below the initial project cost estimate, as set by the Housing Inspector shall be rejected. The County retains the right to reject any and all bids.
- F. An agreement will be signed between the Applicant and the Contractor. The execution of the agreement will be witnessed by the Housing Rehabilitation Program Manager. A project start date will be set. The Housing Inspector will make on site inspections during the project and a final inspection upon completion of the project. The County allows for one progress payment and a final payment per each project. The Housing Inspector, the Applicant and the Contractor must all sign invoices before the County will pay the Contractor. A change order can only be issued with prior approval from the County. There must also be a consensus amongst the Housing Inspector, the Applicant, and the Contractor on the submitting of any change order.
- G. Upon completion of the project the Contractor will be issued a final payment, the Housing Inspector will meet with the Applicant to complete a final inspection and explain the one year warranty, the Lead Based Paint Inspector will issue a final clearance and a Lien Agreement will be signed between the Applicant and Greene County. The Lien Agreement will be filed at the Greene County Courthouse. The Lien Agreement is required by the County so that Program funds could be recouped in the event that the Applicant were to sell the rehabilitated residence within ten (10) years from the date of the project's completion and/or in the event that a Program audit were to determine that any portion of the rehabilitated residence was being used for non-residential purposes, such as a business or rental property. The Lien Agreement covers the total cost of the rehabilitation prorated over ten (10) years. In the case of a proven audit exception such as non-residential use of the rehabilitated residence the Applicant may be liable to pay up to three (3) times the total cost of the rehabilitation.
- H. Project is closed out.

County of Greene Housing Rehabilitation Program* Application

*This program is provided on an equal opportunity basis. Discrimination based on race, color, national origin, sex, age, or handicap is against state and federal laws. All residents are notified that any complaints regarding a discriminatory action may be filed with the Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development.

Proof of income (Tax Returns, Pay Stubs, Bank Statements, etc.), Proof of Ownership (Deed), and Proof of Tax Payments (School, County, and Property) must be attached as part of the Final Application.

Name: _____ Social Security #: _____ - _____ - _____

Spouse's Name: _____ Social Security #: _____ - _____ - _____

Size of Household (Total Persons): _____

Names of Other Persons in Household:

Ages:

Address: _____
(Street Name and Number) (City, State and Zip Code)

Township or Borough: _____

Telephone #: _____

Directions to property: _____

Approximate Age of Home: _____

Type of Structure (Please Describe: Mobile Home, Brick, Wood Frame, Number of Rooms, Number of Stories, Number of Bathrooms, Number of Bedrooms, Basement, etc.)

Is Home Adjacent to any River, Creek, or body of water? _____

If yes, please name the body of water: _____

SECTION 8 -- INCOME EXCLUSIONS

1. Income from employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults (usually persons with disabilities unrelated to the tenant family who are unable to live alone).
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except for payments in lieu of earning -- see number 5 of "Income Inclusions").
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in aide.
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. (a) Amounts received under training programs funded by HUD.

(b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain self-sufficiency (PASS).

(c) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program.

(d) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
9. Temporary, nonrecurring, or sporadic income (including gifts).
10. Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi era.
11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
12. Adoption assistance payments in excess of \$480 per adopted child.
13. For public housing only, the earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act, or any comparable federal, state or local law during the exclusion period.
14. Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions apply.

ATTACHMENT 3-1

SECTION 8 -- INCOME INCLUSIONS

1. The full amount of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services (before any payroll deductions).
2. Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income; however, an allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness cannot be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except Supplemental Security Income [SSI] or Social Security).
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see paragraph (3) under Income Exclusions).
6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; *plus*
 - the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph is the amount resulting from one application of the percentage.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.
8. All regular pay, special day and allowances of a member of the Armed Forces.

PROJECTED YEARLY INCOME

<u>Source</u>	<u>Amount</u>	<u>Verification</u>
<u>Wages/salary</u>	_____	_____
<u>Self Employment</u>	_____	_____
<u>Interest/Dividends</u>	_____	_____
<u>Rental Income</u>	_____	_____
<u>Social Security/Retirement Benefit</u>	_____	_____
<u>Black Lung Benefits</u>	_____	_____
<u>Unemployment Compensation</u>	_____	_____
<u>SSI-AFDC-Survivor/Other Public Asst.</u>	_____	_____
<u>Child Support, VA Benefits</u>	_____	_____
<u>Other Income (Type)</u>	_____	_____
<u>Total Household Income (Per Year)</u>	_____	_____

I/We have submitted an application to the Greene County Housing Rehabilitation Program. If eligible and approved for the program, I/We agree to have my/our house Rehabilitated according to the terms and conditions or the Housing Rehabilitation Program. I/We understand participation in the program is dependant upon the availability of funds.

I/We certify that the above information is true and correct. I/We give the Grant Administrator of the Housing Rehabilitation Program permission to obtain verification of the information from any source given in this application.

I/We understand that any applicant that knowingly and willfully makes any false statements in the application or other supporting documents may be subject to Title 1B penalties for making false statements.

Applicant's Signature

Date

Applicant's Signature

Date

INCOME CERTIFICATION

I hereby certify that the household income as stated on my application is true and correct. I understand that all income information stated on the **Application** is subject to verification by the County of Greene and by the State and Federal Governments. Further, I understand that under **Title 18, Section 1001** of the **U.S.Code** “a person is guilty of a Felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.”

If it is discovered that any information provided by the homeowner was materially misstated, than the homeowner would have to reimburse the government at least the full amount of any rehabilitation assistance received in addition to other felony penalties.

(Applicant's Signature)

(Date)

(Applicant's Signature)

(Date)

LEAD-BASED PAINT RECEIPT

**I CERTIFY THAT I HAVE RECEIVED A COPY OF THE BROCHURE ENTITLED:
PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME**

**AFTER CAREFULLY READING THE LEAD BASED PAINT BROCHURE, PLEASE
SIGN THIS RECEIPT AND RETURN IT TO THE GREENE COUNTY HOUSING
REHABILITATION PROGRAM**

PLEASE PRINT

APPLICANT'S NAME

APPLICANT'S ADDRESS

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

Simple Steps To Protect Your Family From Lead Hazards

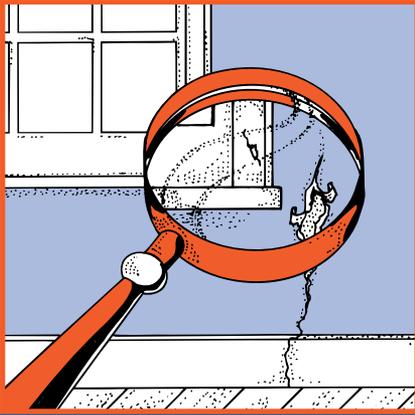
If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.



Protect Your Family From Lead In Your Home



 **EPA** United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

People can get lead in their body if they:

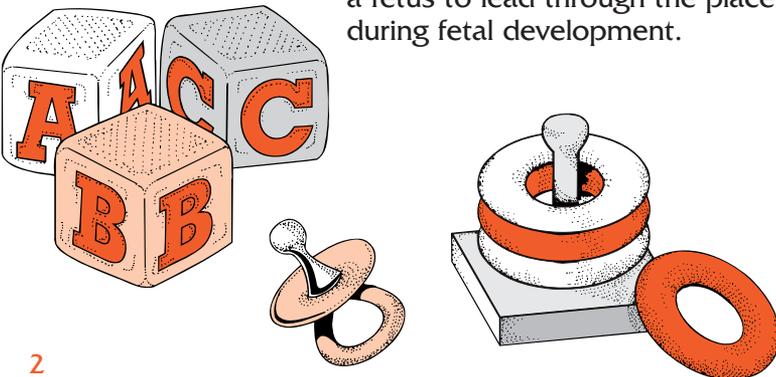
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more 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.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

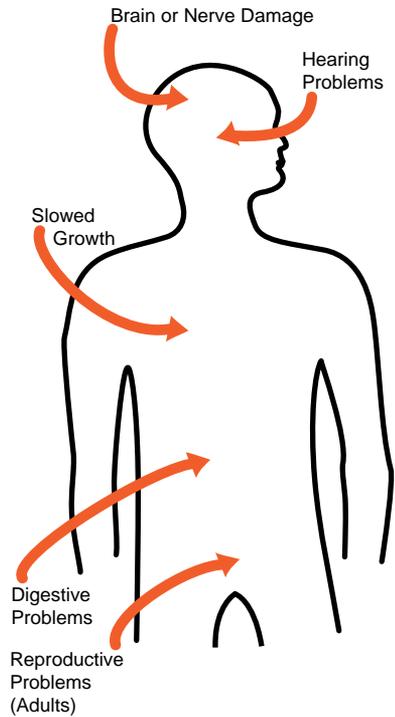
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels 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, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



**Lead affects
the body in
many ways.**

Where Lead-Based Paint Is Found

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

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ 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.)

Checking Your Family for Lead

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

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. 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 high levels of lead. Blood 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.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

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

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- ◆ 250 $\mu\text{g}/\text{ft}^2$ 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. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 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.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.



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

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ 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 combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

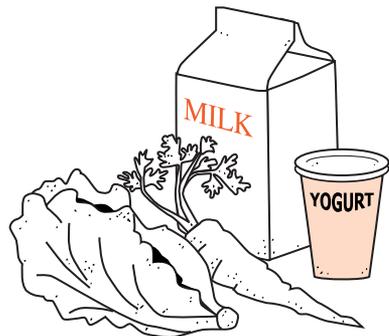
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

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

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash 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.
- ◆ 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.



Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, 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 removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this 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.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors;
- ◆ 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

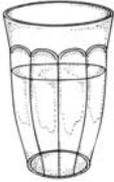
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



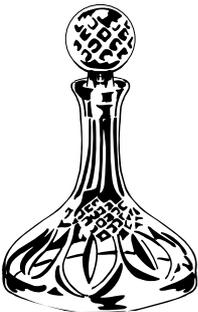
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



While paint, dust, and soil are the most common sources of lead, other lead sources also exist.



- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/**.

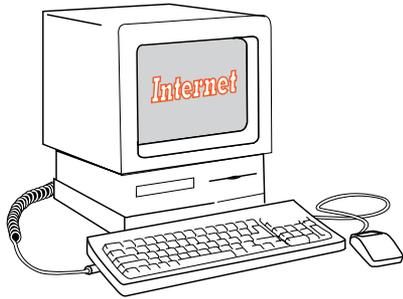


EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **www.cpsc.gov**.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. 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 local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.

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 Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

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

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (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 209, 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 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(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
(404) 562-8998

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

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(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
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

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

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center

Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center

Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center

Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

This document is in the public domain. It may be reproduced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
June 2003