Return to the City of Rochester Hills Fiscal Department:

1. Completed and signed Minor Home Repair Program Application

2. Proof of home ownership (choose one that applies):
   • Mobile Home Title
   • Warranty Deed
   • Mortgage Contract
   • City Tax Bill

3. Income Documentation for all members of the household (18 years and older). Include all the following that apply:
   • Federal Income Tax Forms
   • Homestead Property Tax Claim (MI-1040CR)
   • Public Assistance Budget Letter
   • Verification of SSI benefits.

4. Proof of homeowner’s insurance

5. Lead Based Paint Compliance Certification
Community Development Block Grant  
*City of Rochester Hills - Minor Home Repair Program Guidelines*

The Minor Home Repair program provides assistance with minor home repairs and/or accessibility modifications to low-income residents. The repairs are funded as grants and therefore do not need to be repaid by homeowners who receive assistance. The City selects and pays contractors directly for the repairs.

**Please note:** This is not an Emergency or On-Call Program. This is a Federal Grant and must follow all necessary steps of the grant process, including all required paperwork being on file before any work begins.

To be eligible for the Minor Home Repair program applicants must meet the following criteria:

1. The applicant must own and occupy the home located within the City of Rochester Hills.
2. Gross household income cannot exceed the income limits established annually by HUD for the Detroit Primary Metropolitan Statistical Area. All income is considered for people over 18 years of age residing in the house (wages, social security, child support, pension/disability, public assistance, etc). The City may enact more stringent income limits as available funds become limited.
3. Hold homeowner’s insurance on residence listed in this application.

Health and safety related repairs are eligible for the Minor Home Repair program. In addition, funds can be used to make accessibility modifications for disabled individuals. A variety of projects are eligible for assistance including, but are not limited to, the following types of repairs:

- Furnace and boilers
- Roofs
- Plumbing
- Electrical
- Water and sanitary sewer installation

Certain items are specifically not permitted under the City’s program such as:

- Structures other than the main house, such as shed or garage
- Windows
- Asbestos Abatement
- Mold remediation
- Capital and lateral charges related to water and sewer installation
- Repairs that require a lead based paint risk assessment (repairs affecting painted surfaces on home built in 1978 or before).
- Repairs that require approval from the State Historical Preservation Office (SHPO). This is for home 50 years or older.
Funding is generally distributed on a first come first serve basis and limited to $5,000 per household and up to 3 projects, per grant program year, depending on funding availability. The homeowner will be solely responsible for all project expenses greater than $5,000.

To apply for assistance, residents are required to submit the following materials:
1. Completed and signed Minor Home Repair program application
2. Proof of home ownership
3. Documentation of income
4. Proof of homeowner’s insurance
5. Lead based paint compliance certification

*Submission of false, or withholding, information could be grounds for removal from the program.

When all paperwork requirements are met, an inspection will be scheduled for a building inspector to evaluate the work request. After the inspection, a request for quotes will be sent to qualified contractors with the lowest quote typically being awarded. The homeowner will sign the acceptance of services document and the contractor will sign the contract for services. The contractor will then schedule with the homeowner to complete the job. After the job is complete, the building inspector will return to the residence and inspect to make sure the job was completed correctly. Once the inspection is approved, the contractor will then be paid by the City.

Drop off or mail application and supporting documentation to:

Denise McDoniel  
1000 Rochester Hills Dr.  
Rochester Hills, MI 48309

or email to: mcdonield@rochesterhills.org

For more information or questions, please call Denise McDoniel at (248) 841-2535.

Low-income residents with major home repairs or repairs that require a lead based paint risk assessment (homes older than 1978) may apply for assistance through Oakland County’s Home Improvement Loan Program. For more information about the County’s CDBG programs, please call (248) 858-5401 or toll free (888) 350-0900 (ext. 85401).

There is also a snow removal program for low-income senior citizens and disabled residents available through The Older Person’s Commission, who administer the program. Residents interested in applying for the snow removal program should contact OPC Senior Services at (248) 608-0249.
Community Development Block Grant
City of Rochester Hills - Minor Home Repair Program Application

Applicant:

__________________________  _____________________________  _______ / ______ / ______
Street Address          Zip Code

Last Name     First Name    Middle Initial

(______) ______ - __________  _____________________________  / / /
Home Telephone Number          Email (Optional)          Date of Birth

Co-Applicant:

__________________________  _____________________________  _______ / ______ / ______
Street Address          Zip Code

Last Name     First Name    Middle Initial

(______) ______ - __________  _____________________________  / / /
Work / Home Telephone Number          Email (Optional)          Date of Birth

Total number of people living in the household [ ]
List the ages and names of any persons besides the applicant and co-applicant living in the home:

<table>
<thead>
<tr>
<th>Age</th>
<th>Name</th>
<th>Age</th>
<th>Name</th>
<th>Age</th>
<th>Name</th>
</tr>
</thead>
</table>

Selected Client Characteristics for Head of Household: collected for statistical reporting only

Single Race:  Check applicable line

<table>
<thead>
<tr>
<th>White</th>
<th>Black/African American &amp; White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black/African American</td>
<td>Asian &amp; White</td>
</tr>
<tr>
<td>Asian</td>
<td>American Indian/Alaskan Native &amp; White</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>American Indian/Alaskan Native &amp; Black</td>
</tr>
<tr>
<td>Hawaiian/Other Pacific Islander</td>
<td>Other Multi-Racial</td>
</tr>
</tbody>
</table>

Multi-Race:  Check applicable line

<table>
<thead>
<tr>
<th>Asian &amp; Black/African American</th>
<th>American Indian/Alaskan Native &amp; White</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaskan Native</td>
<td>Other Multi-Racial</td>
</tr>
</tbody>
</table>

Is the head of the household female?  Yes [ ]  No [ ]  Is the head of the household Hispanic?  Yes [ ]  No [ ]

Number of severely disabled adults 18 and older living in household: _____

Number of unrelated persons living in household: _____

Housing Information:

Does the residence have a smoke detector?  Yes [ ]  No [ ]

Year house was built  ________  Brief description of repair(s) requested  _______________________________
Income tax filing status: Check applicable box
Single ☐ Married ☐ Married (filing jointly) ☐ Head of Household ☐ Qualifying widow / widower ☐

Annual Family Income:
List Grand Total Combined income received by all persons living in the household

Child Support: $_____________ Pension: $______________ Other: $_____________ GRAND TOTAL: $__________

Applicant Must Attach Copies of the Following:
1. Proof of property ownership such as Home Title, Warranty Deed, Mortgage Contract.
2. Documentation of Income for all members of the household (18 years and older). Include all of the items below that apply:
   - Federal Income Tax Forms
   - Homestead Property Tax Claim (MI-1040 CR);
   - Public Assistance Budget Letter, if applicable;
   - Verification of SSI benefits, if applicable. (To obtain verification, please call 1-800-829-1040 and request that verification of SSI benefits be mailed to you).
3. Proof of homeowner’s insurance
4. Lead Based Paint Compliance Certification

Disclaimer and Release
By signing and submitting this Application, the Applicant:
1. Acknowledges he/she understands the City of Rochester Hills’ role in the Minor Home Repair Program is as program administrator, that independent contractors will be engaged to perform the home repairs, and that the City does not guarantee or warranty the work performed or materials used by those contractors; and
2. Agrees, to the fullest extent permitted by law, to release and hold the City and its officials and employees harmless from any and all claims or demands for any damages, liability, loss or costs due to any type of injury, loss or damage arising from the acts or omissions of said contractors or relating to the administration or execution of this program.

Applicant Certification:
The applicant certifies that all information in this application, and all information furnished in support of this application, is for the purpose of obtaining funds toward the Residential Minor Home Repair Program to the above mentioned property and these statements are true to the best of the applicant’s knowledge and belief.

The applicant has read, understands, and in agreement with the Community Development Block Grant City of Rochester Hills – Minor Home Repair Program Guidelines.

________________________________________________________________________
Applicant’s Signature Date Co-Applicant Signature Date

Penalty For False or Fraudulent Statement: U.S.C. Title 18, Sec. 1001, provides: “Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representations, or makes or uses and false writing, or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five (5) years, or both.”

Financial Privacy Notice: By the Right to Financial Privacy Act of 1978, Rochester Hills / Oakland County Community Development has a right of access to financial records held by any financial institution in connection with the consideration or administration of the Residential Minor Home Repair Program financial assistance for which you have applied. Financial records involving your transactions will be available without further notice or authorization but will not be disclosed or released to another government agency or department without your consent except as required or permitted by law.
LEAD BASED PAINT CERTIFICATION

Property Address: ________________________________

I, the homeowner hereby certify that:

The undersigned have received the federal Department of Housing and Urban Development (HUD) pamphlet "Renovate Right"; “Watch Out For Lead-Based Paint Poisoning” and safe drinking water information.

__________________________________________
Homeowner’s Signature
Dear Homeowner,

If you have any questions concerning lead in your water, please feel free to contact the Oakland County Health Department or the Oakland County Water Resource Commissioner.

**Oakland County Health Department**: 248-858-1312 or [https://www.oakgov.com/health/](https://www.oakgov.com/health/)

**Oakland County Water Resource Commissioner**: 248-858-0958 or [https://www.oakgov.com/com/water](https://www.oakgov.com/com/water)

For additional information on Lead Contamination please visit:

- Centers for Disease Control and Prevention [http://www.cdc.gov](http://www.cdc.gov)
- United States Environmental Protection Agency [http://www.epa.gov](http://www.epa.gov)
NOTIFICATION

Watch Out For Lead-Based Paint Poisoning

The property was constructed before 1978. There is a possibility it contains lead-based paint. Please read the following information concerning lead-based paint poisoning.

SOURCES OF LEAD BASED PAINT

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, window sills, doors and door frames. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lamp posts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, window sills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For example: when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

HAZARDS OF LEAD-BASED PAINT

Lead poisoning is dangerous — especially to children under the age of seven (7). It can eventually cause mental retardation, blindness and even death.

SYMPTOMS OF LEAD-BASED PAINT POISONING

Has your child been especially cranky or irritable? Is he or she eating normally? Does your child have stomachaches and vomiting? Does he or she complain about headaches? Is your child unwilling to play?

These may be signs of lead poisoning. Many times though, there are no symptoms at all. Because there are no symptoms does not mean that you should not be concerned if you believe your child has been exposed to lead-based paint.

ADVISABILITY AND AVAILABILITY OF BLOOD LEAD LEVEL SCREENING

If you suspect that your child has eaten chips of paint or someone told you this, you should take your child to the doctor or clinic for testing. If the test shows that your child has an elevated blood lead level, treatment is available. Contact your doctor or local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible. If your child is identified as having an elevated blood lead level, you should immediately notify the Community Development or other agency to which you or your landlord is applying for rehabilitation assistance so the necessary steps can be taken to test your unit for lead-based paint hazards. If your unit does have lead-based paint, you may be eligible for assistance to abate that hazard.

PRECAUTIONS TO TAKE TO PREVENT LEAD-BASED PAINT POISONING

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at your walls, ceilings, doors, door frames and window sills. Are there places where the paint is peeling, flaking, chipping, or powdering? If so, there are some things you can do immediately to protect your child:

(a) Cover all furniture and appliances;
(b) Get a broom or stiff brush and remove all loose pieces of paint from walls, woodwork, window sills, doors and sills; Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trash can. DO NOT BURN THEM;
(d) Do not leave paint chips on the floor in window sills. Damp mop floors and window sills in and around the window area to remove all dust and paint particles. Keep these areas clear of paint chips, dust, and dirt is easy and very important; and
(e) Do not allow loose paint to remain within your children's reach since children may pick loose paint off the lower part of the walls.

HOMEOWNER MAINTENANCE AND TREATMENT OF LEAD-BASED PAINT HAZARDS

As a homeowner, you should take the necessary steps to keep your home in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your home. These conditions damage walls and ceilings and cause paint to peel, crack, or flake. These conditions should be corrected immediately. Before repainting all surfaces that are peeling, cracking, chipping, or loose should be thoroughly cleaned by scraping or brushing the loose paint from the surface then repainted with two (2) coats of non-lead paint. Instead of scraping and repainting, the surface may be covered with other material such as wallboard, gypsum, or paneling. Beware that when lead-based paint is removed by scraping or sanding, a dust is created, which may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fume, which may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard.

Remember that you as an adult play a major role in the prevention of lead poisoning. Your actions and awareness about the lead can make a difference.

TENANT AND HOME BUYER RESPONSIBILITIES

You should immediately notify the management office or the agency through which you are purchasing your home if the unit has flaking, chipping, powdering or peeling paint, water leaks from plumbing, or a defective roof. You should cooperate with that office's effort to repair the unit.
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.

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.
LEAD AND YOUR HEALTH

Lead is especially dangerous to children under six years of age.

Lead can affect children’s brains and developing nervous systems, causing:
- Reduced IQ and learning disabilities.
- Behavior problems.

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

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:
- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint.
  People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.

What should I do if I am concerned about my family’s exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at epa.gov/lead/pubs/leadinfo or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children’s hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA’s dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.
WHERE DOES THE LEAD COME FROM?

Dust is the main problem.
The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.
Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

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

Other sources of lead.
Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.

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/
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. EPA 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

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/getleadssafe 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 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

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.
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](http://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 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 work places will 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.
Oakland County’s housing and community development programs are funded by the U.S. Department of Housing and Urban Development (HUD).

### 2019 Income Limits

Established by the U.S. Department of Housing & Urban Development

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(Effective 6/28/2019)
Neighborhood House provides assistance with food, clothing, financial assistance, counseling services, transportation and referrals for other services to our neighbors in crisis. For assistance, call 248-651-5836 or go to www.ranh.org.

The Oakland Livingston Human Service Agency offers many services for housing needs, including a weatherization program. For assistance, call 248-209-2600 or go to www.olhsa.org.

With the help of local churches and non-profits, Rochester Community House hosts a Sunday dinner on the 3rd Sunday of the month for low-income families and seniors. There is no charge but space is limited and reservations are required. Dinner is served buffet style. Call Community House at 248-651-0622 to make your reservation or to request a delivery if you are house-bound. www.rochestercommunityhouse.us