

Program Application is submitted to the Program through Community Concepts:

For Investment Owners we require: Proof of Insurance on the property, Proof of ownership (Deed), Organizational Paperwork for Owner Corporations, and Tenant Applications. (Tenants must be low income qualified at 80% or 50% Median Family Income(MFI) per Current HUD Guidelines)

For Owner Occupied housing we require: Proof of income (Owner must be below 80% MFI per current HUD guidelines), Proof of Insurance on the property, Proof of ownership (Deed), Proof that a child under age 6 resides there or a sworn statement that a child under 6 spends a significant amount of time in that residence. (6 hours minimum per week)

Initial site Visit and Acceptance

- Lead Program Manager, Local Code Enforcement Officer, and Rehab Program Inspector conduct a Health and Safety Inspection, viewing the dwelling units and the utility area.
- If there are findings of concern, the owner is shown the finding and given recommendations to correct it. (No orders to correct are written at this point).
- Parties from the inspection will consult and the program manager will give a Notice to Proceed, place the project on Hold pending non-Lead Repairs, or Drop the project with an explanation given. (Based on grant guidelines)

Lead Inspection and Risk Assessment are scheduled and completed or updated.**Designs for the Lead Control work are created****Contractors and Owner will do a walk through and project designs will be reviewed**

- Revisions to design may be made and re-distributed to contractors before bidding.
- Contractors have 7 days to return a sealed bid
- Bids are reviewed and lowest qualified bidder is awarded the project

Bid design is reviewed and the funding breakdown is presented in a Notice of Approval

For Investment Owners we allow up to \$10,000 in Lead Grant Money per living unit and we require a 10% minimum match.

For Owner Occupied housing we allow up to \$20,000 in Lead Grant Money and there is not a match requirement. Any cost above the initial \$20,000 is the owner responsibility.

When Healthy Homes grant funds are available, we assess our projects for non-lead hazards and we allow up to \$2,300 per unit to address dampness issues, electrical and fire hazards, etc. (No match is required, though coats over the minimum we ask the owner cover.)

Community Development Block Grants through the City are available for 0% interest if the owner meets a 15% Lead grant match. Additional funds at a 1-3% interest rate are available.

Closing for Grant Agreement and Contract:

For All Owners, we place a grant mortgage on the property with these requirements:

1. Taxes and municipal charges are kept paid current
2. The Property must be insured against fire for the total of all mortgages on the property

3. The owner must retain ownership for 3 years.
4. For investment owners the Affidavit is required.

The **Owner Affidavit** states that **the owner will screen prospective tenants to meet the low income requirement for the grant purpose and maintain affordable rents based on current HUD guidelines.** We ask them to give preference to providing housing for children under age six if the applicant meets all of the owner's regular screening requirements.

(Note: The City may subordinate the grant mortgage if the owner refinances the property.)

The Contractor is responsible for scheduling, notifying tenants when work is to occur, and filing the required permits and documents for this project.

Community Concepts (CCI) schedules tenant relocations for the abatement work in their unit.

Community Concepts Inspects all work phases, obtains clearances, and gets payment paperwork processed and submitted for grant payment.

Final Inspection is conducted by the Grant Manager, Property Owner, CCI, and Code Enforcement.

A punch list is made if needed, and it is completed before final payment is released.

Annual Follow-up: Year one is a site visit to review Essential Maintenance Plan and inspect the property. Year 2 and 3 are paperwork reviews only unless site visits are required.

Grant Funded Training:

Initial RRP Training (Lead Safe Renovation, Repair, and Paining) is sponsored for property owners, contractors, and maintenance people.

Lead Abatement Training is sponsored with more consideration due to cost of training.

Resident Education and Community Outreach:

Healthy Androscoggin visits program units to deliver Lead Safe Cleaning kits and provides resident education about the hazards. They also present Lead Awareness at community events and have CDC funding for some of their activities around Lead poisoning.