



BALTIMORE HOUSING Weatherization Program

Office of Weatherization
OFFICE: 443-984-1066, FAX: 410-235-3478
www.baltimorehousing.org



Stephanie
Rawlings-Blake
Mayor



Paul Graziano
Commissioner



BALTIMORE HOUSING

Office of Weatherization
2700 North Charles Street
Suite 202
Baltimore, MD 21218
443-984-1066
www.baltimorehousing.org

Guidelines for Completing the Weatherization Application

- › Answer ALL questions on the application and pre-audit screen forms. Place your signature in the appropriate spaces.
- › Include copies of social security cards for every member of the household (two years of age and older).
- › include proof of income for everyone in the household for the most recent 30-day period (include all earnings of family members with a source of income)
- › Return the application with the photocopied documents
 1. Application.
 2. Your most recent BGE bill.
 3. Your photo ID (and for everyone in the household)
 4. Proof of income for everyone in the household for the most recent 30-day period (include ALL earnings of family members with a source of income)

note: If paid weekly, you must provide 4 pay stubs
If paid Bi-weekly, you must provide 2 pay stubs

Examples of income and proof of income

- Copy of latest award letter or copy of bank statement if you receive Social Security, SSI, Veterans benefits, and/or pension(s).
- Employment- ALL pay stubs received in the last 30 days.
- Unemployment- Benefit determination letter or check stubs from your Unemployment Office.
- TCA/TEMHA: Copy of the award letter, or a copy of the check.
- Rental income: Copy of rent receipts from tenants.
- Child support or alimony: Copy of the check, check stub, or court order

- › Mail completed application, along with all required documentation to:

BALTIMORE CITY WEATHERIZATION ASSISTANCE PROGRAM
2700 North Charles Street, Suite 202
Baltimore, MD 21218

***A RETURN ENVELOPE IS ENCLOSED IN THIS WEATHERIZATION PACKET.**
If you have any questions about the application contact: 443.984.1066



Weatherization Assistance Program Application

Date: _____

Name [last, first]: _____ Phone: _____

Alternative Phone Number: _____ work friend relative

Mailing Address: _____
 _____, Maryland Zip Code: _____

*(Check one) Apartment Multi-Family, Double, Row or Townhome
 Single Family Home Mobile Home

*(Check one) Homeowner *Renter *Roomer/Boarder

▷ **RENTERS ONLY *see below** OFFICE USE ONLY

Do you receive reduced rent through HUD or subsidized housing? Yes No

Is heat included in the rent: Yes No

*[Landlord] Name/Apartment Unit: _____

*[Landlord] Mailing Address: _____

City: _____ Maryland zip: _____

*[Landlord] Phone Number: _____

Date Returned

Total Number of Household Members

▷ **HOUSEHOLD CHART**

Fill in spaces below on household chart [start list with applicant].

Apply correct number in ethnic group column to each person listed.

1. African-American 2. Caucasian 3. Hispanic 4. Asian/Pacific Islander 5. Native American/Alaskan Native 6. Multi-Ethnic 7. Other

Apply correct number in income type column to each person listed.

1. Job 2. Unemployment Wages 3. Disability Wages 4. Social Security Wages 5. Settlement 6. None 7. Other

Name [first,last]	social security number	birth date	relation to applicant	sex M/F	ethnic group	U.S. citizen yes/no	disabled yes/no	type of income	30-day gross income
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									



Weatherization Assistance Program Application

(part 2)

Current Electricity Provider: _____

Account #: _____ Name (on account): _____

I want to participate in the Utility Services Protection Plan. Yes No

*(this gives me regular even monthly payments to prevent winter shut-offs)

I have a turn-off notice from this company: Yes No My service is turned off: Yes No

If you have selected an alternate electric supplier, list the name below:

alternate electric supplier (if any): _____

Type of fuel used to heat your home:

Electricity Utility Gas Propane Oil Coal Kerosene Wood Landlord

Supplier's Name: _____

Account #: _____ Name (on account): _____

UTILITY GAS CUSTOMERS ONLY

I want to participate in the Utility Services Protection Plan Yes No

*(this gives me regular even monthly payments to prevent winter shut-offs)

I have a turn-off notice from this company: Yes No My service is turned off now Yes No

If you have selected an alternate electric supplier, list the name below:

alternate gas supplier (if any): _____

Is your furnace in poor condition? Yes No

***Applicant or proxy must sign application below before it can processed.**

I understand that when this application is signed, I am granting permission for:

- 1) the Weatherization Assistance Program to check all household income, bank accounts, housing expenses, insurance and any other benefits.
- 2) the Unemployment Insurance Administration or any other agency to give and/or receive information from the Weatherization Assistance Program needed to complete this application.
- 3) my gas/electricity provider or other agency giving a service/benefit to have information from this application given to them and/or received from them.

An appeal can be filled to change the decision on this application if notice is not given in reasonable time. The appeal must be filled within 15 days of decision. The local agency will inform me on how to file. Free legal advice is available through the Legal Aid Bureau by calling toll free: 1-800-999.8904. Maryland has fraud law. Punishment can occur for not telling the truth when applying for assistance to pay home energy costs.

I declare that the information provided to Weatherization Assistance Program is true, correct and complete.

Applicant Signature: _____ Date: _____

county	center	date received	intake worker signature	date
# in HH	total income		certifier signature	# in HH
denial code	worker's comments			



Pre-Audit Screen Interview Form

Date: _____

Name [last, first]: _____ Phone: _____

Mailing Address: _____

Case #: _____ BGE Account #: _____

I. FAMILY INFORMATION

1. You are a: Homeowner Renter
2. Are there children under the age of 6 years old residing or spending part of the day in your home?
 Work Friend Relative
3. If answer is yes, list names and ages:
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____

II. CONDITION OF HOME/HOUSE

Heating System

1. What type of heating system do you have? Gas Oil Electric Other
2. Do you have? Furnace [Ducts] Boiler [Radiators] Space Heater Other
3. Is your heating system working? Yes No
4. If no, describe the problem: _____

5. How long has it not been operating? _____ Months Weeks Days
6. Do you have a service contract? Yes No

Roof

1. Does your roof leak? Yes No
2. If yes, how long has it been leaking? _____
3. Where are the leaks? _____
4. Do you have water stains or other signs of previous roof leaks? Yes No
5. If yes, when was the roof repaired? _____
Do you have documentation or proof of the repairs? Yes No
If yes, what sort of documentation? Receipt Fax Other



Pre-Audit Screen Interview Form

Ceilings

1. Do you have dropped ceilings? Yes No
2. Are there holes in the plaster above the dropped ceilings? Yes No
- If yes, which rooms? _____

Plumbing

1. Do you have any plumbing leaks? Yes No
2. Are there holes in your ceiling as a result of plumbing leaks? Yes No
- If yes, which rooms? _____

Walls

1. Are there holes in your wall? Yes No
- If yes, which rooms? _____

Broken Glass

1. Do you have any broken or missing window glass? Yes No
- If yes, which rooms? _____
2. Do you have any window sashes missing? Yes No
- If yes, which rooms? _____
3. Is there any other window damage? Yes No
- If yes, which rooms? _____

Doors/Wall

1. Are there holes in your doors or wall? Yes No
- If yes, which rooms? _____

Water Leaks

1. Do you have dampness, leaks or standing water in the basement? Yes No
- If yes, what causes the problem? _____

Infestation

1. Is your house infested by rats, mice, fleas or other insects? Yes No

Workspace

1. Is there space for our crew to work in your home or basement? Yes No
2. Will our crew have access to your home during the Weatherization process? Yes No
3. Do you agree to allow an inspector to visit your home upon completion of services for a quality evaluation during work hours [8:30 a.m. and 4:30 a.m.]? Yes No

Other Information About the House

List: _____

Client Signature: _____ Date: _____

Interviewer: _____ Date: _____



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Weatherization Assistance Program Customer Consent Form

› The following document grants Baltimore Gas and Electric Company (BGE) permission to release up to 24 months of historical electricity and natural gas usage and current electricity and natural gas usage for the duration of the Weatherization Assistance Program (WAP), and twelve months post-program usage to WAP in order for the program to evaluate energy use reductions and conservation techniques in Baltimore City through WAP interventions. It is the Weatherization Assistance Program's intent to reduce residential energy use, improve energy efficiency of homes, reduce the cost of energy in low-income housing in Baltimore City, improve the health and safety of homes, and learn lessons on best practices in achieving these goals. Permission is not being granted to share this information with any group or individual outside of the scope of the Weatherization Assistance Program or WAP partnerships or to use the information for any purpose other than this program.

I, _____ (BGE Customer), hereby grant permission to Baltimore Gas and Electric Company to release historical and current electric and natural usage information to the Weatherization Assistance Program and their partners for the sole purpose of conducting and evaluating the program. BGE will provide up to 24 months of historical electric and natural gas usage from the date that you enrolled in the program and current electric and natural gas usage information through the continuation of the WAP program, as well as for twelve months after the end of the program.

I understand that I am not granting permission for the Weatherization Assistance Program to share this information with any group or individual not associated with the program or to utilize this information for any purpose other than the stated function. I may cancel my participation at any time by contacting WAP and requesting to be removed from the program.

Recipient [Print]: _____

Signature: _____

Date: _____

Address: _____

Account: _____



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Authorization to Share Information

› Assessments done through the Weatherization Assistance Program in certain cases may reveal health or safety needs outside the scope of weatherization services that may be potentially harmful to the members of the household. This information may be shared with other public and/or private agencies that provide support services, including housing, education, clinical care, energy assistance, case management and other services. Sharing information may help your family receive more services. All concerned agencies will take care to protect you and your child's privacy.

You and the other members of your family may benefit from other specialized services. In order to provide help, the Weatherization Assistance Program may share information with public and private agencies that provide health, safety, and structural repair services. These agencies include, but are not limited to: the Baltimore City Health Department, the Coalition to End Childhood Lead Poisoning, Rebuilding Together Baltimore, Baltimore Neighborhood Energy Challenge, the Department of General Services & Civic Works. You have the right to refuse services from any of these organizations.

I hereby authorize the Baltimore City Weatherization Assistance Program to share information with public and/or private agencies when it may improve the health and safety of my child or my family..

Signature: _____

Printed Name: _____

Date: _____



Baltimore Neighborhood Energy Challenge Public Pledge

I pledge on behalf of my household to reduce our energy use and help Baltimore achieve its goal of a 15% reduction in energy use by 2015. I will pay attention to my energy use, increase the energy efficiency of my home, and engage in energy-saving behavior. I will share what I have learned with my neighbors and friends, and I will encourage participation in the Baltimore Neighborhood Energy Challenge, strengthening the health and sustainability of my community. I agree to complete the pre-enrollment and post-enrollment surveys.

Name: _____ Date: _____

Pre-Enrollment Survey

1. Housing type? Rowhouse Single Family Detached Apartment/Condo
 Semi Detached/End of Group/Row Other
2. Have you lived at this residence for a year or longer? Yes No
3. Do you rent or own your home? Rent Own
4. Do you review your monthly utility bill and compare your usage to the past year? Yes No
5. What is the approximate total living square footage of your home (including finished basement)?
_____ square feet
6. How many occupants live in your home?
Under age 18: _____ Between 19 and 64: _____ Over 65: _____
7. How do you cool your home?
 None Fans Window AC Units Central AC
8. Heating fuel source?
 Gas Oil Electric Propane Other (Please List): _____
9. Do you have a programmable thermostat? Yes No
10. If yes, do you regularly use the programmable feature? Yes No
11. If no, would you be interested in having one installed and learning more about the benefits?
 Yes No
12. What is your water heater fuel source?
 Gas Oil Electric Propane Other (Please List): _____
13. Have you wrapped or put a jacket on your hot water heater? Yes No
14. Do you currently use compact florescent light bulbs (CFL) in your house? Yes No
15. Would you be willing to retrofit your home with energy efficient technology if it would pay for itself in energy savings over time? Yes No



Pre-Enrollment Survey

16. Have you had an energy audit performed on your home? Yes No

17. On a scale of 1-10, how often do you engage in energy-saving behaviors (turning off lights, using cold water detergent, unplugging unused appliances, turning heat down at night, etc.)

1 2 3 4 5 6 7 8 9 10

18. What barriers do you think MOST discourage you from engaging in energy-saving behavior (Please rank 1-4 in order of importance with 1 being the most important and 4 being the least important)

- Cost of products Lack of product/installation knowledge
 Time commitment required Other (explain): _____

19. What incentives would most encourage you to engage in energy-saving behaviors? (Please rank)

- Saving money Saving the environment Being a leader/role model for others
 Other (explain): _____

20. Which of the following services would best help you to engage in energy-saving behavior? (Please rank)

- Information on how to save home energy Free or low-cost energy check-ups
 Information about vendors for home energy retrofits Other (explain): _____

21. Please list specific energy-saving steps that you take on a regular basis. _____

22. What do you feel would be helpful services for your household and those in your community? _____

23. Please include any additional comments or suggestions. _____

Thank You For Completing This Survey!

If you have any questions, email us at info@baltimoreenergychallenge.org or call 410-396-5917

You can also visit us online at www.baltimoreenergychallenge.org



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Additional Resource Information

› Community Action Partnership

The Community Action Partnership strives to prevent and eliminate poverty while promoting self-determination, self-sufficiency and housing opportunities for low-income families.

› The Following Programs and Services are available to low income families in Baltimore

- Education
- Emergency Services
- Employment
- Energy/Utility Bill Assistance
- Energy Assistance
- Weatherization
- Low-income Water Bill
- Health Care
- Housing
- Income Management
- Project 100
- Social Services
- Programs for Youth and Senior Citizens
- Tax Preparation

› To apply, visit one of our Community Centers

Staff at the Community Action Centers is available to assist those who need help in completing the Weatherization Assistance Program Application. A Community Action Worker will meet with you and identify what programs and services may help you. Our staff works closely with other Baltimore Housing divisions as well as other City and State agencies to administer a wide range of services and can make referrals easy.

SouthEast Community Action Center

3411 Bank Street Baltimore, Maryland 21224
(410) 545-6510

Western District Community Action Center

1133 Pennsylvania Avenue Baltimore, Maryland 21201
(410) 396-0893

Eastern Community Action Center

1401 Preston Street Baltimore, Maryland 21213
(410) 545-9468

NorthWest District Community Action Center

3314 Ayrdale Avenue Baltimore, Maryland 21216
(443) 984-1384

Northern Community Action Center

5225 York Road Baltimore, Maryland 21225
(410) 396-6084

You can also contact the Director of the National Community Action Agency by calling: (410) 396-3228



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Confirmation of Receipt of Lead Pamphlet

› I have received a copy of the pamphlet: ***Protect your Family From Lead In Your Home***, informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my home/dwelling. I received this pamphlet prior to the start of any work.

Recipient [Print]: _____

Signature: _____

Date: _____



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Weatherization Assistance Program Frequently Asked Questions

Q. What is the Weatherization Assistance Program (WAP)?

- › Weatherization Assistance Program (WAP) is designed with the consumers in mind, with the ultimate goal of helping families manage the increasing cost of energy, promote safety and to encourage energy efficiency practices to protect the environment.

Q. What types of help can I get from the WAP?

- › WAP offers the following services to individuals who are qualified:
 - Safety testing for furnaces & boilers
 - Cleaning and tuning of heating systems
 - Sealing and insulating duct work
 - Insulating attics, walls, and floors
 - Insulating water heaters and hot water pipes
 - Installing weather strips and sweeps on the doors
 - Installing high efficiency compact fluorescent light bulbs

Q. How do I apply for WAP?

- › Call 311 to request an application and request an application. It will be mailed to you promptly. Complete and submit the application with all required documents to expedite your application.

Q. How does someone qualify for WAP?

- › To qualify, the applicant must meet eligibility requirements. Participants must be a resident of Baltimore City, low income (earning less than \$2520 per month for one person in the house) and not more than \$6,399 for a family of six (Refer to the income eligibility guidelines for more information).

Q. What type(s) of services does the weatherization program not provide?

- ›
 - Roof Repair
 - Window and door replacement
 - Storm window installation
 - Mold remediation
 - Major plumbing leak repairs
 - Wiring and electrical repair
 - Structural repair



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Weatherization Assistance Program (WAP) Frequently Asked Questions

Q. Is there any co-pay or fee involved once I am declared eligible?

- › No. Services are offered at no cost to families who meet the income eligibility criteria.

Q. Why does a WAP auditor need to come to my house before I can receive services even after I identified the problem on my application?

- › An auditor will assess the house in order to obtain the baseline information needed to better meet your home energy needs.

Q. What is the average waiting period to get the work completed from the time my application was approved by WAP?

- › It depends on the size of your home and availability. WAP averages a 90-day turn-around.

Q. When an auditor schedules a visit to my house, how long should the audit last?

- › A typical energy audit takes between 2-3 hours.

Q. What should I ask the auditors when they come to inspect my house?

- › You should ask auditors:
- For their Employee's ID
 - Their names
 - What he or she plans to do that day at your home

Q. How soon can I re-apply for assistance once I have received assistance?

- › Under Federal guideline, your home may receive WAP once every 15 years.

Q. Must I be a MEAP (Maryland Energy Assistance Program) recipient?

- › No. However, we recommend that you apply for MEAP along with WAP if you have not done so and are eligible.

Q. Does WAP give priority to customers with no heat?

- › Yes, especially if furnace replacement is necessary.
Space heaters may be loaned to families with no heat.



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Weatherization Assistance Program Frequently Asked Questions

Q. If my request is deferred (postponed), does that mean that I will never get the help that I need?

- › *Deferred work does not mean that assistance will never be available, rather, the work must be delayed until the major problem is resolved (i.e., repair the leaking roof, repair major electrical problem).*

Q. How much money can I really save in year by using energy efficient appliances/tools?

- › *It is hard to put a dollar amount on savings due to rising cost. WAP typically helps a family reduce energy consumption by 30% as long as the family conserves energy themselves.*

Q. If I have a leaking roof, am I still qualified to receive services from WAP?

- › *No. The roof must be repaired before WAP can provide any assistance. Repairs must be performed by a licensed contractor.*

Q. Does WAP provide assistance to customers who have problems with their oil heating system?

- › *Yes.*

Q. What happens after energy conservation services are installed?

- › *We inspect 100% of serviced house and we do not pay contractors for poor quality work. WAP enforces federal, state, and city regulations. An inspector is available to address your concerns.*

Q. What organizations does WAP have partnership with?

- ›
 - *Coalition to End Childhood Lead Poisoning*
 - *Rebuilding Together*
 - *Baltimore City Health Department*
 - *Office of Rehabilitation Services*
 - *Neighborhood Housing Services*

Q. Where else can I get information about additional resources?

- › *Call 410-685-2200 (Baltimore Metropolitan Area) 1-800-685-2210 (Outside Baltimore Metropolitan Area), 1-800-785-5360 and Maryland Relay Service at 1-800-VCO-Word and Baltimore City Housing Rehabilitation at 410-396-4153.*



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Weatherization Assistance Program Frequently Asked Questions

Q. How does WAP define success?

- › Weatherization is an energy retrofit program. Success depends on meeting participants' home energy needs and by reducing energy consumption in a house. Improving the health and safety of families is equally important.

Q. WHAT IF I HAVE OTHER QUESTIONS?

- › Visit our website at:
www.baltimorehousing.org/community_ohep_weatherization
for information and related services. Or call 410-984-1066 to speak with our representative from 8:30 a.m. until 5:00 p.m. To receive WAP application package, call 311. Our office is located at 2700 North Charles Street, 2nd floor, Baltimore, MD 21218.

Renovate Right

Important Lead Hazard
Information for Families,
Child Care Providers
and Schools





It's the Law!

Federal law requires that individuals receive certain information before renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects 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 the age of six 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.

Also, beginning April 2010, federal law will require contractors that disturb lead-based paint in homes, child care facilities and schools, built before 1978 to be certified and follow specific work practices to prevent lead contamination. Therefore beginning in April 2010, ask to see your contractor's certification.

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 your children under age 6 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 childcare 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 lead-based paint 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.
-

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 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.



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 fetus.

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 or 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?

- 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 lead-based paint.
- 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.

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



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

- 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 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 windowsills into the body.

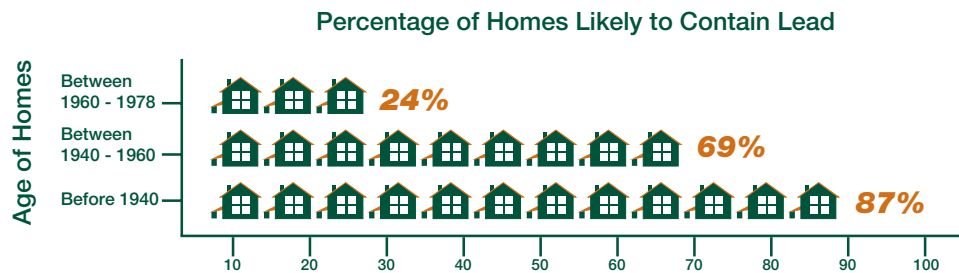
Home renovation creates dust. Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

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

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



Checking Your Home for Lead-Based Paint



Older homes, child care facilities, and schools are more likely to contain lead-based paint. Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You or your contractor may also test for lead using a lead test kit. Test kits must be EPA-approved and are available at hardware stores. They include detailed instructions for their use.

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)**.

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.

Beginning April 2010, federal law will require that contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination.

Until contractors are required to be certified, make sure your contractor can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- 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 if the contractor is aware of the lead renovation rules. For example, contractors are required to provide you with a copy of this pamphlet before beginning work. A sample pre-renovation disclosure form is provided at the back of this pamphlet. Contractors may use this form to make documentation of compliance easier.
- 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.
- Even before contractors are required to be certified 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 should 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 clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

Once these practices are required, if you think a worker is failing to do what they are supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with the contract requirements,
- Call your local health or building department, or
- Call EPA's hotline **1-800-424-LEAD (5323)**.

For Tenants, and Families of Children Under Age Six 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).

Beginning April 2010, federal law will require that contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 that a child under age six visits regularly to be certified and follow specific work practices to prevent lead contamination.

The law will require 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.

Once these practices are required, if you think a worker is failing to do what they are 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).



If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the more stringent requirements of HUD's Lead-safe Housing Rule and the ones described in this pamphlet.

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 be blocked off or sealed with plastic sheeting to contain any dust that is generated. The contained area will not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. You will not have access to some areas and 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 done. Items that can't be moved, such as cabinets, should be wrapped in heavy duty plastic.
- To turn off forced-air heating and air conditioning systems while work is 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 parts of the work are being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



During the Work

Beginning April 2010, federal law will require contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb lead-based paint to be certified and follow specific work practices to prevent lead contamination.

Even before contractors are required to be certified and follow specific work practices, the contractor should follow these three simple procedures, described below:



1. Contain the work area. The area should be contained so that dust and debris do not escape from that area. Warning signs should be put up and heavy-duty plastic and tape should be used as appropriate to:

- Cover the floors and any furniture that cannot be moved.
- Seal off doors and heating and cooling system vents.

These will help prevent dust or debris from getting outside the work area.

2. Minimize dust. There is no way to eliminate dust, but some methods make less dust than others. For example, using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them are techniques that generate less dust than alternatives. Some methods generate large amounts of lead-contaminated dust and should not be used. 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.

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 should 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 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 should be re-cleaned.

For Property Owners: After the Work is Done

When all the work is finished, you will want to know if your home, child care facility, or school has been cleaned up properly. Here are some ways to check.

Even before contractors are required to be certified and follow specific work practices, you should:

Ask about your contractor's final cleanup check. Remember, lead dust is often invisible to the naked eye. It may still be present even if you cannot see it. The contractor should use disposable cleaning cloths to wipe the floor of the work area and compare them to a cleaning verification card to determine if the work area was adequately cleaned.

To order a cleaning verification card and detailed instructions visit the EPA lead website at www.epa.gov/lead or contact the National Lead Information Center at **1-800-424-LEAD (5323)** or visit their website at www.epa.gov/lead/nlic.htm.

You also may choose to have a lead-dust test. Lead-dust tests are wipe samples sent to a laboratory for analysis.

- You can specify in your contract that a lead-dust test will be done. In this case, make it clear who will do the testing.
- Testing should be done by a lead professional.

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 lab for analysis.

Contact the National Lead Information Center at **1-800-424-LEAD (5323)** for lists of qualified professionals and EPA-recognized lead labs.

If your home, child care facility, or school fails the dust test, the area should be re-cleaned and tested again.

Where the project is done by contract, it is a good idea to specify in the contract that the contractor is responsible for re-cleaning if the home, child care facility, or school fails the test.



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 childcare facility.

■ The **National Lead Information Center** at **1-800-424-LEAD (5323)** or **www.epa.gov/lead/nlic.htm** 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 **www.epa.gov/lead/pubs/brochure.htm**.

- Lead Paint Safety, a Field Guide for Painting, Home Maintenance, and Renovation Work
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

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
www.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
www.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
www.hud.gov/offices/lead/d

Current Sample Pre-Renovation Form

Effective until April 2010.

Confirmation of Receipt of Lead Pamphlet

- I have received a copy of the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools* informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed name of recipient

Date

Signature of recipient

Self-Certification Option (for tenant-occupied dwellings only) —

If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Refusal to sign** — I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*, to the rental dwelling unit listed below at the date and time indicated and that the occupant refused 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 pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care providers and Schools*, 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.

Printed name of person certifying

Attempted delivery
date and time
lead pamphlet delivery

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 pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office).

Future 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.

Owner-occupant Opt-out Acknowledgment

- (A) I confirm that I own and live in this property, that no child under the age of 6 resides here, that no pregnant woman resides here, and that this property is not a child-occupied facility.

Note: A child resides in the primary residence of his or her custodial parents, legal guardians, foster parents, or informal caretaker if the child lives and sleeps most of the time at the caretaker's residence.

Note: A child-occupied facility is a pre-1978 building visited regularly by the same child, under 6 years of age, on at least two different days within any week, for at least 3 hours each day, provided that the visits total at least 60 hours annually.

If Box A is checked, check either Box B or Box C, but not both.

- (B) I request that the renovation firm use the lead-safe work practices required by EPA's Renovation, Repair, and Painting Rule; or
- (C) I understand that the firm performing the renovation will not be required to use the lead-safe work practices required by EPA's Renovation, Repair, and Painting Rule.

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.

Note: This form is not effective until April 2010.