

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

OWNER MATERIALS COST REIMBURSEMENT REQUEST FORM

Name of individual requesting materials reimbursement: _____

Name of company: _____

Property Address: _____

Number of units: _____

Date request submitted: _____

Anticipated date project will start: _____

Building is under lead abatement orders: Yes No

Estimated materials cost per the Lead Design Plan: \$ _____

I am requesting pre-approval from MaineHousing to reimburse me up to \$5,000.00 per unit for a multi-unit building and up to \$10,000.00 for a single-family home (not to exceed estimated costs of materials listed above) after I successfully abate lead paint hazards identified in the Lead Design Plan; obtain a clearance report for the property; and submit the documentation listed below to MaineHousing:

- Copy of lead abatement clearance report for the property listed above
- Receipts for materials purchased
- Color photographs of finished project (parts of building that were abated of lead paint hazards)
- W-9 Form

I have attached the following required documentation to this request form:

- Copy of my current Lead Abatement Contractor License
- Homeowner Application or Owner Application with Tenant Application(s)
- Copy of Lead Inspection and Risk Assessment Report
- Copy of Lead Design Plan that includes anticipated materials needed with estimated costs
- Documentation of ownership of the building (Deed or Tax Bill)
- Color photographs of parts of building to be abated of lead paint hazards.

I understand that the lead paint hazard abatement project be completed with all required documentation submitted to MaineHousing within 90 calendar days of this pre-approval request being approved by MaineHousing.

Signature

Date

For MaineHousing Use Only

Reviewed by: _____ Date: _____

Approved Amount \$ _____

Not approved Reason for denial _____

OWNER MATERIALS REIMBURSEMENT PROCESS

1. Owners who are active licensed lead abatement contractors may apply for reimbursement for the cost of materials needed to complete the lead abatement work as described in the Lead Design Plan generated for their property. In order to be eligible for reimbursement for materials, work **must be pre-approved** by MaineHousing in writing, prior to beginning any abatement work. Costs associated with obtaining a Lead Inspection and Risk Assessment, Lead Design Plan(s), and all clearance testing, are the responsibility of the owner and not reimbursable to the owner.
2. Materials purchased by the owner must align with materials scoped in the Lead Design Plan and on the materials specifications list generated by the Maine Lead Paint Hazard Abatement Program.
3. The maximum amount of reimbursement that may be approved will not exceed \$5,000 per unit for multi-unit buildings and \$10,000 for a single-family home. Reimbursement is for costs of materials only and not for equipment, labor or other non-material expenses.
4. Owners of single-family, owner-occupied homes contact Jessica Rowe, Housing Program Officer at EHS Housing@mainehousing.org and request an Owner Application (Appendix A).
5. Owners of multi-family rental properties contact Jessica Rowe, Housing Program Officer at EHS Housing@mainehousing.org and request an Owner Application (Appendix A), committing to abide by affordability requirements for a period of no less than four years following the completion of the lead abatement project, and a Tenant Application and Information Form (Appendix B) that must be completed by each tenant.
6. The Owner Application is valid for 60 days from the date the owner signs the Application.
7. Owner must obtain a Lead Inspection and Risk Assessment and accompanying Lead Design Plan. The Lead Design Plan must specify the materials anticipated for the project and estimated cost of materials. Each unit enrolled in the Lead Program must have a Lead Inspection and Risk Assessment that is not more than 12 months old. This 12 month period starts with the date listed on the completed Lead Inspection and Risk Assessment report.
8. Owner submits the following documents to MaineHousing:
 - a. Lead Paint Hazard Abatement Program *Owner Materials Cost Reimbursement Request Form*;
 - b. Copy of current Lead Abatement Contractor License;
 - c. Owner Application and/or Tenant Application and Information Form(s) for each tenant;
 - d. Copy of Lead Inspection and Risk Assessment Report;
 - e. Copy of Lead Design Plan conducted by a third party licensed Lead Designer, including anticipated materials and material costs;
 - f. Documentation of ownership of the building (Deed or Tax Bill); and
 - g. Color photos of parts of building to be abated of lead paint hazards.
9. MaineHousing reviews Applications and accompanying documentation.
10. MaineHousing informs the owner/applicant if reimbursement request is or is not pre-approved. The owner **must complete the pre-approval process and receive written pre-approval** in order to be eligible for reimbursement for material costs.
11. Once the reimbursement request is pre-approved by MaineHousing, the owner may commence to purchase materials for the project and complete the project. Owner must retain receipts for all materials purchased that they wish to have expenses reimbursed for per the pre-approved request.

12. Owner has 90 calendar days following the pre-approval from MaineHousing to complete the lead paint hazard abatement project and submit documentation listed below to Jessica Rowe, Housing Program Officer, 26 Edison Drive, Augusta, ME 04330 or via email at EHS Housing@mainehousing.org.
13. MaineHousing reserves the right to complete random, on-site inspections of pre-approved projects.
14. Once the project is completed, the owner is responsible for obtaining all lead abatement clearances that meet program clearance levels as follows:
 - a. Hard floors: 10 $\mu\text{g} / \text{ft.}^2$ (micrograms of lead per square foot)
 - b. Carpeted floors: 10 $\mu\text{g} / \text{ft.}^2$
 - c. Interior window sills: 100 $\mu\text{g} / \text{ft.}^2$
 - d. Window trough: 100 $\mu\text{g} / \text{ft}^2$
 - e. Porch floors at 40 $\mu\text{g} / \text{ft}^2$
15. Once the project is cleared, the owner submits the following documentation to MaineHousing:
 - a. Copy of clearance report for property
 - b. Receipts for materials purchased for the project that align with the pre-approval from MaineHousing. Owners should retain copies of receipts for their records.
 - c. Color photographs of finished project (parts of building that were abated of lead paint hazards)
 - d. W-9 form
16. MaineHousing reviews documentation submitted. If documentation is adequate, MaineHousing will issue payment for documented material expenses that align with the pre-approval and not to exceed the amount of the pre-approval.