LA CASA DE DON PEDRO
EMPOWER AND REVITALIZE

Lead-Safe Home Remediation Pilot Grant Program

Application and Information

INTRODUCTION

The New Jersey Department of Community Affairs (DCA) is pleased to announce the Lead-Safe Home Remediation Pilot Program. The purpose of the program is to identify and remediate lead-based paint hazards via interim controls to prevent elevated blood lead levels in children and pregnant women. The program targets municipalities in New Jersey with high reported incidence of elevated blood lead levels in children under age six.

ELIGIBILITY

To be eligible for the Program, properties and homeowners must meet the following criteria:
Applicants must meet income guidelines for the county;
Property must consists of 1-2 units;
Property must have been built prior to 1978;
Property must have a presence of lead-based paint hazards;
Property is current on real estate taxes, water and sewer.

INCOME ELIGIBILITY

The Lead-Safe Home Remediation Pilot Grant Program's participants should be low to moderate income (LMI) homeowners, or tenants. The homeowner occupant and/or the tenant household's gross income should not exceed 80% of Area Median Income in their respective counties.

	Number of Person(s) in Household							
County	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Atlantic	42,850	49,000	55,100	61,200	66,100	71,000	75,900	80,800
Bergen	51,550	58,900	66,250	73,600	79,500	85,400	91,300	97,200
Camden	48,950	55,950	62,950	69,900	75,500	81,100	86,700	92,300
Essex	50,350	57,550	64,750	71,900	77,700	83,450	89,200	94,950
Hudson	48,200	55,050	61,950	68,800	74,350	79,850	85,350	90,850
Mercer	47,600	54,400	61,200	68,000	73,450	78,900	84,350	89,800
Middlesex	54,000	61,700	69,400	77,100	83,300	89,450	95,650	101,800
Monmouth	48,450	55,400	62,300	69,200	74,750	80,300	85,850	91,350
Ocean	48,450	55,400	62,300	69,200	74,750	80,300	85,850	91,350
Passaic	47,600	54,400	61,200	68,000	73,450	78,900	84,350	89,800
Union	47,600	54,400	61,200	68,000	73,450	78,900	84,350	89,800

(REVISED 5/17/18)

Application Instructions

To determine eligibility, an application must contain all of the requested information, including a Resident/Tenant Income Verification Form for each dwelling unit. If the exact 'Year of Building Construction' is unknown, please estimate to the best of your knowledge. A copy of the deed is required.

No Show/No Entry Fee

The Applicant will be responsible for paying a No-Show/No-Entry fee to the Lead Evaluation Services company of **[$250.00]** if the lead evaluation services company or contractor arrives onsite for a scheduled site visit at the subject

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Please mail the completed application to: 317 Roseville Avenue Newark, NJ 07107

property and testing or other evaluation services cannot be conducted or completed due to no fault of the lead evaluation services company or its employees and/or due to any conditions stated in the attached "Right of Entry (ROE) and Release of Information" Document.

Application Checklist

Signed "Confirmation of Receipt of Lead Pamphlet"

Completed application form *(all information completed and signed by owner)*

- **If Local Department of Health has issued Order to Abate,**
  Applicant must provide copy of issued Order to Abate

Documents to verify income:

- Copies of current payroll stubs or a signed employer verification of income
- Certifications of income from non-payroll sources such as unemployment and disability compensation, worker's compensation and severance pay, Aid to families of Dependent Children (AFDC), or Supplemental Security Income (SSI)
- Copies of Social Security earnings statements, other annuity or retirement income statements.

For Applicants and/or Members of Household with No Income, Signed and Notarized Copies of:

- **"Affidavit of No Income"**
  (for Applicant)
  (for Member of Household)
  ☐ N/A
- **"Certification of No Income Tax Filing"**
  (for Applicant)
  (for Member of Household)
  ☐ N/A

Signed "Right of Entry Form"

Copies of Social Security Cards for all household members

Proof of Residence at Property

Proof of Ownership (copy of mortgage deed, or rental agreement, or county tax record)

Proof of No Tax Lien (Water Bill must be current)

For Owner Applicants:

- **Copy of property deed (**We only need a copy of the first page showing all current owners. May be obtained through your local town clerk) ☐ N/A
- **Page 5 of "Lead Application- "Occupant/Tenant Income Verification Form" filled out by tenants for each unit** (Tenants may submit income verification form and supporting 3rd party income documentation directly to agency office).
  ☐ N/A

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Application

Department of Health Information
Has the Local Department of Health issued an Order to Abate for the home? ☐Yes ☐No

NJ Weatherization Assistance Program
Has the property been deferred from the NJ Department of Community Affairs (DCA) Weatherization Assistance Program (WAP) due to the presence of lead based paint hazards? ☐Yes ☐No

Applicant Information

Last Name, _____ First Name:_____ Middle Initial: _____

Mailing Address: _____
City, State, Zip Code: _____
Phone: (Home): _____ Phone (Work): _____
Email Address: _____ Cell Phone: _____

Property Information

Address: _____

City/Town, and Zip Code: _____

Block Number: _____ Lot Number: _____

County: ☐Atlantic ☐Bergen ☐Camden ☐Essex ☐Hudson
☐Mercer ☐Monmouth ☐Middlesex ☐Ocean ☐Passaic ☐
Union

Number of Legal Dwelling Units in Building: ☐ One (1) Unit ☐ Two (2) Units

Year of Building Construction:_____

Historical Significance- Has the property been designated "historic," or is it located in a historic district? ☐ Yes ☐No ☐Unsure

Type of Exterior (vinyl, wood clapboard, etc.):_____

Occupancy Information (please choose one)
☐Owner Occupied Single Family ☐Rental Only Property
☐Combined, Owner Occupied with Rental (owner resides at, but rents part of building

Is the unit determined to be structurally sound, and occupancy is permissible, under State and Local building and property maintenance codes? ☐Yes ☐No

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For Applicant Homeowners with Tenant(s) ONLY

Unit Dwelling Information – **All Applicant Homeowners with Tenant(s)**, please provide the requested information below for each dwelling at this property. For **owner occupied AND rental** properties, each household must also complete the **Occupant/Tenant Income Verification Form** on the next page (page 5). All household occupants on the property must fill out the **Occupant/Tenant Income Verification Form**. If you did not receive or need additional Tenant Income forms, please contact the Lead Program at the number at the bottom of the page.

Unit #	# of Bedrooms	Head of Household's Name	Resident's Phone Number	Family Size

I hereby certify that I own the above named property and that the information provided in this application is true and complete to the best of my knowledge. In connection with this application for financial assistance to control the lead hazards at my property, I hereby authorize the ( ) to verify the accuracy of the information provided above. I agree to provide NJ DCA and its consultants with reasonable access to the property for inspection and testing related to controlling the lead paint hazards.

I am also aware of the No Show/No Entry Fee stated at the end of page 1 of this application.

Home Owner Signature: _____

Date: _____

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Occupant/Tenant Income Verification Form

Instructions

This form must be completed by the occupant(s) of the home for which assistance is being requested from DCA Lead-Safe Pilot Program to provide lead-safe repairs. **(Landlords do not fill out this section unless they are requesting assistance for the unit they are living in)**. Please list all household members below. Please provide the total yearly income for all persons residing in the unit from all sources, including income from employment, pensions, social security, ANFC, SSI, alimony/child support, workers compensation, and interest on savings accounts and other assets.

Copies of 3rd party documented evidence of these income sources must be provided. See the attached application checklist for types of documentation that are acceptable. ***All evidence provided shall be kept strictly confidential***

List Name(s) of all Occupants	Relationship	Gender	Date of Birth	Ethnicity & Race**	*Income Amount	Income Source
	Head of Household	☐M ☐F				
		☐ M ☐F				
		☐M ☐F				
		☐M ☐F				
		☐M ☐F				
		☐M ☐F				
		☐M ☐F				

Total Annual Household Income (Includes income of **all** occupants $_____

I hereby certify that the information provided on this form is true and complete to the best of my knowledge. I also authorize the (***La Casa de Don Pedro***) *to verify the income figure I have provided. This may include providing additional information for verification purposes.*

Applicant Signature: _____ **Date:** _____

*If the income amount of 18+ individual is $0, please complete the appropriate No Income Forms listed on page 2 of this Lead Application, Application Checklist

** Ethnicity and Race Instructions

The Lead-Safe Home Remediation Pilot Grant Program is required by State of New Jersey to collect and annually report these demographics in an aggregate manner so that no personal information is shared. Please indicate by number each demographic that applies for each individual. Ethnicity applies for each race response meaning a minimum of two numbers will apply for each response such as B,3 or B,4 etc. or more if multiple race responses such as B,2,5 (Not Hispanic, Asian, *and* White)

Ethnicity

A. Hispanic or Latino
B. Not Hispanic or Latino

Race

1. American Indian or Alaskan Native
2. Asian
3. Black or African American
4. Native Hawaiian or Other Pacific Islander
5. White
6. Other (Hispanic, or mixed)

Note: The demographic information you provided does not affect in any way how your application for assistance or eligibility is considered by our office.

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Affidavit of No Income for Applicant

Agency Name:_____

Client Name: _____

Client Address: _____

City, Zip: _____

I certify that I do not receive earned income, benefits or dividends of any kind. I understand that it is my responsibility to provide information concerning any income received by my household and that this information must be reported promptly to a representative of the Lead-Safe Home Remediation Pilot Grant Program.

_____

Name of the Applicant

_____

Signature

_____

Date of Signature

Notarize:

WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE U.S. TO ANY MATTER WITHIN ITS JURISDICTION.

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Affidavit of No Income for Member of Household

Agency Name: _____

Client Name: _____

Client Address: _____

City, Zip: _____

I certify that, _____ (name of person without income) is a member of my household and does NOT receive earned income, benefits or dividends of any kind. I understand that it is my responsibility to provide information concerning any income received by my household and that this information must be reported promptly to a representative of the Lead-Safe Home Remediation Pilot Grant Program.

_____ _____

Signature of the Applicant ***Date***

_____ _____

Signature of the Household Member ***Date***

Notarize:

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Certification of No Income Tax Filing for Applicant

Agency Name: _____

Client Name: _____

Client Address: _____

City, Zip: _____

I certify that I did not file a Federal or State Income Tax Return for the calendar year 20_____.

_____
Name of the Applicant

_____
Signature of Applicant

_____
Date of Signature

WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE U.S. TO ANY MATTER WITHIN ITS JURISDICTION.

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Certification of No Income Tax Filing for Members of Household

Agency Name: _____

Client Name: _____

Client Address: _____

City, Zip: _____

I certify that I did not file a Federal or State Income Tax Return for the calendar year 20_____.

_____
Name of the Household Member

_____
Signature of the Household Member

_____
Date of Signature

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Confirmation of Receipt of Lead Pamphlet

Certification:

I have received a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, from (_____) informing me of the potential risk of lead hazard exposure. I received this pamphlet prior to my application submission to the NJ Department of Community Affairs' (DCA) Lead-Safe Home Remediation Pilot Grant Program.

_____

Printed Name of Recipient

_____

Date

_____

Signature of Recipient

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Owner's Permission for Lead-Safe Remediation

(For Tenant and Owner Occupied Applicants)

Client Name: _____

Address: _____

Lead-Safe Remediation Measures to be installed:

I _____, authorize _____ to install or sub-contract the installation of lead-safe remediation measures listed above to my property located at

_____.

I, as the property owner, also further understand that under the State Procurement Guidelines, the scope of work is to be bid out and awarded to the lowest responsible bidder.

I further certify that the house or building at the above location is not in foreclosure or scheduled for demolition within the 12 months from the date of lead-safe remediation work.

_____ _____

(Signature of Owner or Authorized Agent) Date

Landlord/Tenant Lead-Safe Remediation Agreement

(For Properties with Tenants)

This AGREEMENT, made this _____ day of _____between _____hereinafter called the Agency, the Owner or the Owner's authorized Agent_____ hereinafter called the Owner, and _____ hereinafter called the Tenant.

The Owner is the lawful Owner of the property located at _____ Block _____, Lot _____, in the City of _____ County of _____, New Jersey.

The Owner has executed the corresponding affidavits and has provided this Agency with proof that the property is not subject to a tax lien. The Agency has certified that the Tenant is eligible for the Lead-Safe Home Remediation Pilot Grant Program hereinafter called the "Lead-Safe Pilot Program".

The Owner and Tenant hereby grant permission for the designated personnel of the Agency to enter upon said property to make inspections, repairs and/or improvements as necessary to said property for the purpose of remediation of lead-based paint hazards along with the understanding that there will be no charge made to the tenant for either labor or materials as set forth in l0CFR 440.22.

The Owner and the Tenant agree to indemnify and hold harmless the Agency from any and all liability for personal injuries and/or property damage which may occur during or after the completing of the lead-safe remediation project in connection with any of the materials installed or any of the work performed.

The Owner agrees not to evict or remove the tenant from the lead-safe dwelling unit as long as the Tenant is in compliance with all ongoing obligations and responsibilities.

The Owner agrees that rent shall not be raised because of the increased value of dwelling units due solely to lead-safe remediation assistance provided under this program.

The Agency will carry out the lead-safe remediation measures without undue or excessive enhancement of the aforesaid property and with benefit to the Tenant.

Owner _____ **Date:** _____

Tenant _____ **Date:** _____

Agency _____ **Date:** _____

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Lead-Safe Home Remediation Pilot Grant Program
317 Roseville Avenue Newark, NJ 07107 973-485-0701

Right-of-Entry (ROE) Permit and Release of Information

Applicant Name:	
Address:	
City:	**County:**
Phone:	
Email:	

The undersigned (Applicant) hereby unconditionally authorizes New Jersey Department of Community Affairs (NJDCA), and the Lead-Safe Home Remediation Pilot Grant Program (Lead-Safe Pilot Grant Program) Program Managers and their respective assigns, employees, agents, and contractors (collectively, the "Lead-Safe Pilot Program Managers") to have the right of access and to enter in and onto the property described above for the purpose of performing property and environmental and historic preservation review inspections, taking sample materials for specialized testing for the purposes of participating in the NJ Lead-Safe Pilot Grant Program.

It is fully understood that this Right of Entry Permit (ROE) does not create any obligation on the part of the Lead-Safe Pilot Program Managers, or its contractors to perform inspections or undertake repairs to the Property.

Applicant understands and agrees:

1) *Completion of ROE*: No inspections and repairs will be performed until this ROE is completed in full.

2) *Full Access*: The property owner is solely responsible for insuring that full access is provided to the lead evaluation services company for scheduled on-site testing of the subject property. Full access shall mean providing access to all habitable and non-habitable areas within the subject property, garages, storage areas, outbuildings, lands, and grounds. Should the lead evaluation services company be unable to complete scheduled on-site testing of the subject property due to the owner's failure to provide full access, the owner shall be held responsible for paying a no-show/no-entry fee as described in Item 6(a), below. For the purposes of this section, partial access shall mean any limitations on access to the subject property which precludes the lead evaluation services company from completing a Lead-Safe Pilot Program assigned inspection or testing procedure. Partial access shall be treated as no access.

3) *Lighting/Visibility*: The property owner is solely responsible for insuring adequate lighting is available at the subject property during scheduled testing. Should the lead evaluation services company be unable to complete scheduled on-site inspection or testing of the subject property due to the owner's failure to provide adequate lighting, the owner shall be held responsible for paying a no-show/no-entry fee as described in Item 6(a), below. For the purposes of this section, adequate lighting shall mean sufficient light to allow inspection or testing of building components and surfaces without additional equipment. In the event the property owner is unable to provide sufficient lighting, the owner may request that the lead evaluation services company provide lighting equipment at an additional cost to the owner. If the

Owner elects this option, the Owner must notify the lead evaluation services company no later than the date that the inspection or testing is scheduled.

4) *Time Period:* The ROE shall expire 12 months after this form is signed, unless sooner cancelled according to the terms herein.

5) *Inspections:* The ROE authorizes inspections of the Property and Home. Applicant understands that the NJDCA, its employees, agents, contractors and/or representatives shall, in their sole discretion, determine the extent of the required repairs. Applicant understands that the Lead-Safe Pilot Program, its employees, agents, contractors and/or representatives, in their sole discretion, determine the extent of the required inspections for environmental and historic preservation reviews. Applicant understands that more than one (1) inspection may be required, and agrees to provide access for any subsequent or all inspections.

6) *Lead Inspection/Risk Assessments*: The Applicant authorizes the lead evaluation service company or contractor(s) to conduct lead-based paint inspection and testing, and project management services in accordance with the lead evaluation service company or contractor's contract with the New Jersey Department of Community Affairs.
   a. No-Show/No-Entry Fees- The Applicant/Property Owner will be responsible for paying a No-Show/No-Entry fee to the Lead Evaluation Services company of $**250.00** if the lead evaluation services company or contractor arrives onsite for a scheduled site visit at the subject property and testing or other evaluation services cannot be conducted or completed due to no fault of the lead evaluation services company or its employees and/or due to any conditions stated in this document.

7) *Pets*: The property owner will be responsible for insuring that no unleashed or otherwise unrestrained dogs or other potentially vicious pets are present at the subject property which prevents full access to the property to conduct scheduled testing or observation of the building conditions. Should the lead evaluation services company be unable to complete scheduled on-site testing of the subject property due to the presence of unleashed or otherwise unrestrained dogs or other potentially vicious pets, the owner shall be held responsible for paying a no-show/no-entry fee as described in Item 6(a), above. For the purposes of this section, partial access which precludes the lead evaluation services company from completing a Lead-Safe Pilot Program assigned inspection or testing procedure shall be treated as no access and will result in a No-Show/No-Entry Fee.

8) *Photos:* Applicant understands and authorizes the NJDCA, Lead-Safe Pilot Program, and its contractors, and Lead-Safe Pilot Program Managers, their employees, agents, contractors and/or representatives to take photos, digital likenesses, and audio/video recordings of the Applicant, property and damages, and authorizes the use of such items for the purposes of promotion of the Lead-Safe Pilot Program on the Program website, newsletters, news releases, or other media outlets.

9) *Sampling:* Applicant understands and authorizes the Lead-Safe Pilot Program Managers, its inspectors/technicians and its contractors, to collect samples (ex; drywall compound, floor tile, piping insulation, paint, ceiling tile, soil, etc. *this is not an all-inclusive list*) of housing materials for purposes of testing for potentially hazardous materials (including lead paint, asbestos, mold, etc.) in accordance with the requirements of local, state, and federal authorities. Applicant understands that this sampling may result in minor damages to the property (damages may be repaired if the Applicant receives assistance from the Lead-Safe Pilot Program, but will not be repaired if the Applicant does not

receive assistance from the Lead-Safe Pilot Program Program).

10) *Repairs:* The ROE authorizes repairs to the Property and Home. Applicant understands that the NJDCA and the Lead-Safe Pilot Program Managers, their employees, agents, contractors and/or representatives shall, in their sole discretion, determine the extent of the required repairs. Applicant understands and agrees to provide full access to property and home at all times during the inspection and construction phase to the NJDCA and Lead-Safe Pilot Program Managers, their employees, agents, contractors and/or representatives, during the contracted period, for all Lead-Safe Pilot Program work to be performed.

11) *Disclosures:* By signing this ROE, Applicant acknowledges that none, some, or all of the above mentioned work may be performed pursuant to this ROE and the Lead-Safe Pilot Program. Applicant further acknowledges that work may be destructive to limited small amounts/areas of the current home for test sample purposes. Applicant understands and acknowledges that the areas damaged by the inspector taking the testing samples may not be repaired by Lead-Safe Pilot Program if Applicant elects to discontinue with the Lead-Safe Pilot Program or Applicant is not eligible for repairs by the Lead-Safe Pilot Program.

12) *Waiver and Hold Harmless:* The undersigned will indemnify and hold harmless the NJDCA, Lead-Safe Pilot Program, and it's representatives, and Lead-Safe Pilot Program Managers for any and all liability, loss, damage, or destruction of any type whatsoever to the above described property or to personal property and fixtures situated thereon, or for bodily injury or death to persons on the property, and hereby releases, discharges and waives any and all liability, claims, demands, damages, injuries, losses, penalties, fines, costs, causes of action, judgments, expenses, as well as any and all actions, either legal or equitable, which the undersigned has, or that might arise, of any nature whatsoever and by whomever made, or may have, by reason of or incident to any action of aforesaid Lead-Safe Pilot Program Managers taken to accomplish the aforementioned purpose.

13) *Authority:* Applicant represents and warrants that Applicant has full power and authority to execute and fully perform Applicant's obligations under this ROE. If Applicant is an entity, Applicant also represents and warrants that Applicant has such power and authority pursuant to its governing instruments, without the need for any further action, and that the person(s) executing this ROE on behalf of Applicant are the duly designated agents of Applicant and are authorized to do so. Applicant expressly represents and warrants that fee title to the Premises is vested solely in Applicant.

14) *Tools and Equipment:* All tools, equipment, and other property taken upon or placed upon the property by the Lead-Safe Pilot Program Managers shall remain the property of the Lead-Safe Pilot Program Managers and may be removed by the Lead-Safe Pilot Program Managers at any time within a reasonable period during this ROE, if necessary.

15) *Information Sharing:* Information is collected to make it possible for the NJDCA, Lead-Safe Pilot Program, and Lead-Safe Pilot Program Managers, their employees, agents, contractors and/or representatives to enter Applicant's property, inspect for damage, and/or undertake emergency protective measures. Information submitted will be shared with other government agencies (Federal, State and City), their contractors, subcontractors and employees, as well as with vested agencies performing inspections and/or repairs, for official use only in accordance with the purposes stated in this ROE.

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Lead-Safe Home Remediation Pilot Grant Program

To cancel this Right of Entry Permit and Release of Information, I understand the cancellation must be signed by the Applicant and provided in writing to the Lead-Safe Pilot Program Managers. Phone-in and verbal cancellations will not be accepted.

By cancelling this form, the Applicant acknowledges that inspections and repairs may not be performed by the Lead-Safe Pilot Program and their respective assigns, employees, agents, and contractors.

Signature(s) and Witness

For the considerations and purposes set forth herein, I/we hereby set my/our hand(s) and seal(s) this _____day of _____, 20 _____.

Applicant Signature:
Date:
Witness

Questions? Please call us at
Please mail the completed application to:

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Newark, NJ 07107 973-485-0701