



Burlington Lead Program  
149 Church St. Room 32  
Burlington, VT 05401  
802-865-LEAD (5323)

# Burlington Lead Program Application

This program manages a federal Lead Hazard Control grant that offers forgivable loans, grants, lead testing, contracting, project management, and tenant relocation services to qualifying households and property owners. Owner-occupied properties must have children under six and income-qualify. Rental properties must have income-qualifying tenants. Applications will not be considered until all documentation is submitted.

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In order to qualify, please submit the following completed documents:

- Property Owner Application** – this application tells us information about your property.
- Property Insurance Policy** – the cover page showing that you have a policy.
- Household application** for each participating household/unit on the property – this application tells us about the composition and income of the households—either the owner and/or the tenants.
- Income verifications** that correspond to each of the income sources of each household. (Verifications for households using Section 8 are not necessary.) These income verifications can be found on our website:
  - Employment:** Fill out the Employment Verification and then submit to the BLP for employer verification. If the employer will not provide verifications, paystubs will be requested.
  - Self-Employment:** Fill out the Self Employment Verification and submit a copy of the most recent tax return.
  - Gift Income:** Fill out the Gift Income Affidavit for gift income, including bills/expenses paid on behalf.
  - Public Benefits / Child Support / Alimony / Death Benefits:** Submit a recent benefits letter for any of the following income sources: Social Security, SSI, SSDI, unemployment insurance, Reach Up, TANF, child support, alimony, or death benefits.
  - Pensions / Retirement:** Submit a recent letter from the company, showing the amount received.
  - Zero-Income:** Submit a Zero-Income Affidavit for any adult in a household without income.
  - Assets over \$5,000:** Submit a recent statement for any assets over \$5,000 such as: savings accounts, retirement accounts, stocks, investments, etc.
- Household-composition verifications** for each household, if applicable:
  - Children Under 6:** Submit a copy of Birth Certificate.
  - Full-time Student:** Submit a Full-time Student Affidavit for any adult full-time student.

Submit your application by email: [blp@burlingtonvt.gov](mailto:blp@burlingtonvt.gov) or submit your application by mail:

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Upon receipt of application / documents, we will reach out by phone or email within a week. Please check your “spam” / ”junk” email boxes, and communicate to your tenants that we may be reaching out to them as well.

[burlingtonvt.gov/blp](http://burlingtonvt.gov/blp)



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# Property Application

<b>Property Owner Information</b>			
Name:			
Mailing Address:			
Phone Number:		Email:	
<b>Property Co-Owner Information (if applicable)</b>			
Name:			
Mailing Address:			
Phone Number:		Email:	
<b>Property Information</b>			
Address:			
Number of Units:		Property Type:	<input type="checkbox"/> Owner-Occupied <input type="checkbox"/> Rental <input type="checkbox"/> Home Daycare
Was your property built before 1978?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are their children under six living at the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about the Burlington Lead Program?	<input type="checkbox"/> Direct Mail <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Event <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Social Media <input type="checkbox"/> Other:		
Are you planning to do any rehabilitation work on this property in the near future? If so, please explain:			

If your property qualifies for services through the Burlington Lead Program, then it may also qualify for free weatherization through CVOEO. For more information, please reach out to [cvws@cvoeo.org](mailto:cvws@cvoeo.org). If you'd like to learn more about the City of Burlington's Minimum Housing Code Weatherization Ordinance, please reach out to [efficiency@burlingtonelectric.com](mailto:efficiency@burlingtonelectric.com).



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Please fill out the requested information for each dwelling unit. Please use multiple rows for a single unit, if necessary, to make sure that ALL tenants names, phone numbers, AND email address are included. Each dwelling unit must also complete a Household Application.

Unit #	Bedrooms (studio = 0)	All Resident Name(s)	All Resident(s) Phone Number <b>and</b> Email Address	Children Under 6?	Section 8 voucher?	Resident's Preferred Language
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 Burlington Lead Program to verify the accuracy of the information provided above. I agree to provide the Burlington Lead Program and its consultants with reasonable access to the property for inspection and testing related to controlling the lead paint hazards.

Property Owner Signature:		Date:	
Property Owner Signature:		Date:	



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## Burlington Lead Program's Conflict of Interest Disclosure

1. Is/Are there any member(s) of the applicant's household and/or of the applicant's family who is or has been, within one year of this date, a CEDO employee or consultant, a part of the Mayor's Office, or a City Councilor?

Yes  No

If yes, please fill out the requested info below:

Name of Person:	
Job Title of Person:	
Relevant Employment:	<input type="checkbox"/> CEDO employee/consultant <input type="checkbox"/> Mayor's Office <input type="checkbox"/> City Councilor

2. Will the Burlington Lead Program funds requested by the applicant be used to award a contract or subcontract to any individual(s) or business affiliate(s) who is currently, or has been, within one year of this date, a CEDO employee or consultant, part of the Mayor's Office, or a City Councilor?

Yes  No

If yes, please fill out the requested info below:

Name of Person:	
Job Title of Person:	
Relevant Employment:	<input type="checkbox"/> CEDO employee/consultant <input type="checkbox"/> Mayor's Office <input type="checkbox"/> City Councilor

3. Is/Are there any member(s) of the applicant's household and/or of the applicant's family who are business partners or family members of: a CEDO employee or consultant, part of the Mayor's Office, or a City Councilor?

Yes  No

If yes, please fill out the requested info below:

Name of Person:	
Job Title of Person:	
Relevant Employment:	<input type="checkbox"/> CEDO employee/consultant <input type="checkbox"/> Mayor's Office <input type="checkbox"/> City Councilor
Type of Relationship:	<input type="checkbox"/> Family <input type="checkbox"/> Business
If Family, list relation:	

Property Owner Signature:		Date:	
Property Owner Signature:		Date:	



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# What to Expect

The Burlington Lead Program addresses lead-based paint hazards in Burlington and Winooski homes. The process of qualifying households, assessing risks, planning with contractors, coordinating with property owners/occupants, and reducing the hazards can take approximately 10 months. Engagement from owners and occupants is critical to a successful and timely project. Please see below about the Burlington Lead Program's process and timeline from application submission:

