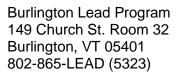


Burlington Lead Program Application

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.

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 or submit your application by mail:
Burlington Lead Program
149 Church St, Room 32 Burlington VT, 05401
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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.





Property Application

Property Owner Information						
Name:						
Mailing Address:						
Phone Number:				Email:		
Property Co-Owner Information (if applicable)						
Name:						
Mailing Address:						
Phone Number:				Email:		
Property Information						
Address:						
Number of Units:		Property Type:	☐ Owner-Occupied ☐ Rental ☐ Home Daycare			
Was your property b	as your property built before 1978?			□Yes □No		
Are their children under six living at the property?			□Yes □ No			
How did you hear about the Burlington Lead Program?			n?	Direct Mail ☐ Code Enforcement ☐ Event☐ Word of Mouth ☐ Social Media☐ 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. 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.



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

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 and Email Address	Children Under 6?	Section 8 voucher?	Resident's Preferred Language
				☐ Yes ☐ No	☐ Yes ☐ No	
				☐ Yes ☐ No	☐ Yes ☐ No	
				☐ Yes ☐ No	☐ Yes ☐ No	
				□ Yes □ No	☐ Yes ☐ No	
				☐ Yes ☐ No	☐ Yes ☐ No	
				☐ Yes ☐ No	☐ Yes ☐ 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:	
Troporty Owner Digitature.	Dute.	
Property Owner Signature:	Date:	



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Burlington Lead Program's Conflict of Interest Disclosure

1.	ls/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:	☐ CEDO employee/consultant ☐ Mayor's Office ☐ City Co	uncilor				
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 re	equested info below:					
	Name of Person:						
	Job Title of Person:						
	Relevant Employment:	☐ CEDO employee/consultant ☐ Mayor's Office ☐ City Co	uncilor				
3.	partners or family members of Councilor?	of the applicant's household and/or of the applicant's family who a of: a CEDO employee or consultant, part of the Mayor's Office, or					
	Yes No						
	If yes, please fill out the re	equested info below:					
	Name of Person:						
	Job Title of Person:						
	Relevant Employment:	☐ CEDO employee/consultant ☐ Mayor's Office ☐ City Co	uncilor				
	Type of Relationship:	☐ Family ☐ Business					
	If Family, list relation:						
Pr	operty Owner Signature:	Date:					
Pr	operty 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:

Property and Household Application are submitted to the Burlington Lead Program. 2. Income Verifications are collected from occupants by property owners / Burlington Lead 1 month Program staff. 3. XRF lead testing is ordered once occupants are shown to qualify. The testing consultant will 2 months schedule testing of every painted surface in and outside of the home with the property owner. BLP Project Manager and Relocation Specialist will do a risk assessment and healthy homes questionnaire with the occupants, if they are home. 4. A risk assessment document is sent to the property owner and occupant. This document 3 months includes the testing results, the scope of work being proposed to reduce the lead hazards, and information about lead safety. 5. Contractors are scheduled for a bid walk of the property. They, and BLP staff, will need access to apartments to assess needs for proposed work. Contractors submit estimates for each aspect of the work. BLP staff awards the contract to the contractor with the most reasonable and timely bid. 6. The scope of work is submitted to historic preservation consultants and the State of Vermont for approval. This is a 6 to 8 week process. 7. BLP staff confirm or re-verify income with occupants. (Income verification expires after 6 6 months months.) 8. Contracts are created and signed by BLP staff, property owners, and the contractors. The mortgage deed is filed with the City. 7 months Windows are measured at the property by the contractor and BLP staff, if new windows are proposed in the scope of work. Window manufacturing takes 6 to 12 weeks. 10. Relocation documents are sent to occupants to begin scheduling the dates for the lead hazard work / relocation. Options for relocation are discussed and confirmed. 11. A Unit Prep Visit is completed with the occupants in their home to go over what work will be 8 months completed and how the unit will need to be prepared prior to the start of work. 12. Relocation during the lead hazard work for up to 10 days, pending collection of dust wipes 9 months determining the unit is safe for re-occupancy. 13. Work is completed, and occupants can return to their home. This is the clearance date. 14. Property owners must follow their contracted requirements for 3 and 5 years from their clearance date to earn grant and loan forgiveness, respectively. For rental property owners, this includes only renting to households who income-qualify during this time period.

5 years from clearance

15. After five years, property owners should reach out to the Burlington Lead Program with their Grant & Loan Forgiveness Form to begin the forgiveness / mortgage discharge process.

burlingtonvt.gov/blp