

# LEAD ABATEMENT CONTRACTOR FORUM

## *Register Today!*

**DATE:** March 14, 2018

**TIME:** Noon – 4:00 p.m.  
*Lunch will be provided*

**PLACE:** Community Concepts  
240 Bates St  
Lewiston, ME

**COST:** Free

**Please RSVP no later than March 7, 2018 by completing and providing the attached Registration Form to MaineHousing using any of the following delivery methods:**

**Mail:** MaineHousing  
Energy and Housing Services  
353 Water Street  
Augusta, ME 04901

**Email:** [kvigue@mainehousing.org](mailto:kvigue@mainehousing.org)

**Fax:** (207) 624-5780

**Telephone:** (207) 624-5704

Register for the Lead Abatement Contractor Forum, hosted by Maine's HUD-funded Lead Program Grantees (MaineHousing, City of Portland/Cumberland County and Cities of Lewiston & Auburn). Training will be provided by industry professionals and includes information relevant to current and new Lead contractors.

## AGENDA

Noon – 1:00 p.m.	Registration and Lunch
1:00 – 1:15 p.m.	Welcome
1:15 – 1:45 p.m.	HUD Lead Hazard Reduction Demonstration Grant: Federal Perspective
1:45 – 2:15 p.m.	Maine Childhood Lead Poisoning Prevention Program: What contractors need to know
2:15 – 2:30 p.m.	Break
2:30 – 3:45 p.m.	Training & Licensing Project Bidding and Construction Phase Clearance, Billings and Payments Q & A
3:45 – 4:00 p.m.	Evaluations and Wrap Up



## LEAD ABATEMENT CONTRACTOR FORUM REGISTRATION FORM

*Please complete a separate Registration Form for each attendee and deliver to MaineHousing.*

Attendee Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please identify any special dietary needs:  
\_\_\_\_\_

# Lead Abatement Contractor Forum

## ACCOMMODATIONS & REIMBURSEMENT

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### TRAINING DATE

**March 14, 2018**

12:00 p.m. – 4:00 p.m.

### TRAINING VENUE:

**Community Concepts**

240 Bates St

Lewiston, ME

Telephone: (207) 795-4065

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### REGISTRATION

Contact Karen Vigue, at [kvigue@mainehousing.org](mailto:kvigue@mainehousing.org) or 207-624-5704 to register for the event (or cancel).

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### OVERNIGHT ACCOMMODATIONS

Attendees traveling more than 75 miles to the event are eligible for reimbursement of reasonable overnight accommodations.

Attendees must make their own overnight accommodations and are required to provide a credit card upon arrival to cover the costs of incidentals not eligible for reimbursement by MaineHousing.

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### MEALS:

**Lunch will be provided at the training.** Other meals may be reimbursed if the meal is acquired as part of attending the event. The following are the maximum amounts allowed for the actual meal expense, including up to a 20% gratuity.

Breakfast = \$12.00

Lunch = \$20.00

Dinner = \$30.00

Please obtain receipts for meals. MaineHousing requires a detailed receipt for each meal purchase, which must contain the quantity, food name and cost of each meal item. MaineHousing cannot reimburse meals without itemized receipts. MaineHousing cannot reimburse for alcoholic beverages.

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### MILEAGE:

MaineHousing will reimburse attendees for mileage traveling to and from the venue at 54.5 cents per mile.

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### REIMBURSEMENT PROCESS:

**CAAs (Subgrantees):** Turn in all mileage and meal receipts (for any meals purchased out of pocket) to your agency's Housing Director.

**Note to CAAs:** Submit one invoice to MaineHousing for reimbursement of travel expenses for all staff attending the training, attaching applicable receipts.

**All Others:** Turn in all mileage and meal receipts (for any meals purchased out of pocket) to your employer.

**Note to Employer:** Submit one invoice to MaineHousing for reimbursement of travel expenses for all employees attending the training, attaching applicable receipts.

- **Include a copy of the company's W-9 with the Invoice.**
- A template invoice from MaineHousing is available for Contractors.

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**CONTACT:** Karen Vigue, Program Officer  
[kvigue@mainehousing.org](mailto:kvigue@mainehousing.org)  
207-624-5704

