

Maine State Housing Authority (MaineHousing)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM

**PROJECT COVER SHEET**

**INSTRUCTIONS:** Complete this Cover Sheet and the forms contained in this Bundle will auto-populate. Adobe's bookmark feature provides users with access to each form contained in the Bundle. The Cover Sheet does not contain all the fields needed to completely populate forms. Review the forms, provide missing data and then print completed documents for signature(s). Forms not contained in the Bundle can be downloaded from the CAA Portal.

**Provide the following data:**

**APPLICANT (OWNER)**

Entity or Owner First Name MI Last Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Evening Phone \_\_\_\_\_  
Email \_\_\_\_\_

**PROPERTY**

Property Street \_\_\_\_\_  
Property City \_\_\_\_\_  
Property State \_\_\_\_\_ Zip \_\_\_\_\_  
County \_\_\_\_\_

**PROPERTY TYPE**

Single Family  
 Multi-Family # Units \_\_\_\_\_

**CONTRACT**

Grant Amount \$ \_\_\_\_\_  
Owner Contribution \$ \_\_\_\_\_  
Total Escrow Funds \$ \_\_\_\_\_  
Contract/Agreement Date \_\_\_\_\_  
Interior Start Date \_\_\_\_\_  
Interior End Date \_\_\_\_\_  
Exterior Start Date \_\_\_\_\_  
Exterior End Date \_\_\_\_\_

**ELIGIBILITY**

Household Size: \_\_\_\_\_  
Maximum Eligible Income: \_\_\_\_\_  
AMI: \_\_\_\_\_

**CO-APPLICANT (CO-OWNER)**

Co-Entity or Co-Owner First Name MI Last Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Evening Phone \_\_\_\_\_  
Email \_\_\_\_\_

**CAA (ESCROW AGENT/ADMINISTRATOR)**

CAA Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Rep Name \_\_\_\_\_  
Rep Phone \_\_\_\_\_  
Rep Email \_\_\_\_\_  
Technician Name \_\_\_\_\_  
Technician Phone \_\_\_\_\_  
Technician Email \_\_\_\_\_  
Intake Worker Name \_\_\_\_\_  
Intake Phone \_\_\_\_\_  
Intake Email \_\_\_\_\_

**CONTRACTOR**

Contractor Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Contractor Rep Name \_\_\_\_\_  
Contractor Rep Phone \_\_\_\_\_  
Contractor Rep Email \_\_\_\_\_  
Lead Designer Name \_\_\_\_\_  
Lead Designer Phone \_\_\_\_\_  
Lead Designer Email \_\_\_\_\_



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

APPLICANT (SINGLE-FAMILY HOMEOWNER) APPLICATION AND INFORMATION

Community Action Agency (CAA/Administrator):

Questions should be directed to:

Name
Address
City/State/Zip

Intake Staff Name:
Intake Staff Phone:
Intake Staff Email:

Return completed and signed applications to the above-named CAA.

Date

Applicant Information:

Applicant Name (as restricted on the property deed)

Co-Applicant Name

First MI Last

First MI Last

Applicant Mailing Address

Address

Home Phone

Work Phone

City State ZIP Code

Total number in house (including you) No dependent children under six years of age reside in the home.

Table with 4 columns: Name(s) of dependent children, Birthdate, Ages, Blood Lead Levels VEHL ug/dl

Does your home serve as a child care location? Meaning, does a child other than your dependent, under six years of age spend at least three hours per day, on two separate days per week (at least 60 hours or more per year) in the home?

If yes, have any of the children who received services been determined to have lead poisoning?

Property Information:

Address of Property to be abated Street City

Check property type:

Single Family (stick built)

Year built

Mobile Home

# of Rooms

Outbuilding Yes No

## Household Income and Assets:

*Owner Occupant must complete the section below.*

### Applicant Employment:

Self-Employed:  Yes  No

Employer Name \_\_\_\_\_

Employer Phone \_\_\_\_\_

Employer Address \_\_\_\_\_

Position \_\_\_\_\_

No. of Years \_\_\_\_\_

### Co-Applicant Employment:

Self-Employed:  Yes  No

Employer Name \_\_\_\_\_

Employer Phone \_\_\_\_\_

Employer Address \_\_\_\_\_

Position \_\_\_\_\_

No. of Years \_\_\_\_\_

### Co-Applicant Employment:

Self-Employed:  Yes  No

Employer Name \_\_\_\_\_

Employer Phone \_\_\_\_\_

Employer Address \_\_\_\_\_

Position \_\_\_\_\_

No. of Years \_\_\_\_\_

### Gross Income *(MaineHousing reserves the right to request and verify income documentation.):*

GROSS AMOUNT	(a) APPLICANT	(b) CO-APPLICANT	(c) CO-APPLICANT
<b>A.</b> Wages (gross monthly) from Employment	_____	_____	_____
<b>B.</b> Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
<b>C. Other**</b>	_____	_____	_____
<b>D. Gross Monthly Income</b> <i>(Total A, B &amp; C)</i>	_____	_____	_____
<b>E. Total</b> <i>(Line D Multiplied by 12)</i>	_____	_____	_____
<b>F. Gross Household Income</b> <i>(Total E(a)+E(b)+E(c):</i>			_____

\*\* Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments.

**IMPORTANT! READ THIS BEFORE SIGNING:**

I certify that ALL the information I have provided on this form is **TRUE** and **CORRECT** and I acknowledge MaineHousing's right to verify.

\_\_\_\_\_  
Signature of Applicant (Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant (Co-Owner)

\_\_\_\_\_  
Date

**Office Use Only**

The Gross Income as calculated pursuant to this Application:    \$ \_\_\_\_\_

Maximum Eligible Income for this Applicant:    \$ \_\_\_\_\_                      Percentage of AMI: \_\_\_\_\_

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signed by CAA Representative

\_\_\_\_\_  
Name of CAA Representative

## NOTICE TO APPLICANT REGARDG PRIVACY ACT INFORMATION

### PRIVACY NOTICE MAINE STATE HOUSING AUTHORITY (MAINEHOUSING)

Safeguarding information in this age of technology presents new challenges for all of us. But at MaineHousing, your confidence in us is our greatest asset. For that reason we adhere to strong guidelines to ensure that any private financial information you share with us is protected and held in confidence. Our employees are highly trained and are held to the highest standards of conduct.

MaineHousing wants you to understand how we gather, use and safeguard information about you to provide you with our products and services. This notice explains our practices for the gathering, sharing and security of information relating to our customers.

#### **Information We Gather**

As part of providing you with financial products or services, we gather non-public personal information about you from the following sources:

- Applications, account forms and other information that you provide to us, whether in writing, in person, by telephone, electronically or by any other means. This information may include your name, address and social security number.
- Your transaction with us.
- Information about your transactions with non-affiliated parties.
- Information from a consumer reporting agency.

#### **Information We Share**

We do not share any personally identifying information on our current or former customers to any third party, except the following as permitted by law:

With your permission.

- To comply with federal or state laws and other applicable legal requirements.
- To consumer reporting agencies.
- To respond to subpoena or court order, judicial process or regulatory authorities.
- To third parties assisting us in performing our functions or services to you. These third parties are under contract to maintain this information in confidence and not use this information for other purposes. For example, we may share personally identifying information with mailing services, firms that assist us in marketing our products or other financial institutions with whom we jointly market financial products or services. We may share personally identifying information with service providers who help us process your applications or service your accounts. Our service providers include attorneys and other professionals.  
**Because we do not share non-public information, outside of these exceptions, opting-out is not necessary.**

If you are no longer an active customer, we will retain your records for as long as required by law. We will continue to treat your personally identifying information as described in this notice.

#### **Our Security Procedures and Information Accuracy**

We restrict access to the personal and account information of our customers to those employees who need to know that information in the course of their job responsibilities. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to protect customer information.

We also have internal controls to keep customer information as accurate and complete as possible. If you believe that any information about you is not accurate, please let us know.

If you have a privacy-related concern, please contact our Compliance Officer, Paula Webber, 207-626-4619 or 1-800-452-4668 ext. 1619.



## MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

### APPLICANT INFORMATION FORM

This Applicant Information Form describes program requirements and provides a list of things that you need to know, and need to do before making a commitment for a Maine Lead Paint Hazard Abatement Program (“Program”) Grant from the Maine State Housing Authority (MaineHousing).

#### **HOW THE PROGRAM WORKS:**

MaineHousing’s Program is administered by Community Action Agencies (CAA/Administrator). The CAA will take your application, perform all necessary eligibility verifications, and inspect the work as it is being performed. After you have signed all necessary documents and if all guidelines are met, MaineHousing will fund your Grant with funds being held on your behalf.

MaineHousing uses state funds to fund the Program.

#### **GENERAL PROGRAM INFORMATION:**

##### **SINGLE FAMILY OWNER OCCUPIED HOMES**

- A grant will be provided for income eligible owner occupied single family homes. You will be required to sign several documents, including an application, grant documents, a lead construction contract and other documents necessary for completion of lead hazard abatement work. You must also provide proof that you own the building (e.g. a property deed).
- The maximum abatement grant amount that a single family homeowner can receive is \$30,000. You must use the home you plan to repair as your principal residence. MaineHousing reserves the right to declare the project too expensive or economically unfeasible and to “walk away”.
- An owner of housing that receives lead abatement assistance under the Program shall pay a portion of abatement costs as follows: At least 10% of the costs of abatement if not under abatement orders; at least 25% of the costs of abatement if the building is under abatement orders.

##### **TEMPORARY RELOCATION**

- In addition single family homeowners may be eligible for relocation grants of up to \$1,250 to help with temporary relocation. This money can be used for moving expenses, costs for alternative housing and other relocation related expenses. Homeowners are responsible for having the home vacant and ready for contractor work prior to commencement of work.
- Homeowners may have to move furniture and belongings out of work areas so that the contractor can perform the work. Homeowners and tenants must find alternative housing for pets.

##### **OTHER REQUIREMENTS**

- Homeowner insurance is required for all properties enrolled in the program. Only a pre-qualified, licensed contractor is allowed to perform the work. Grant proceeds cannot be used to pay for an owner’s own labor or to purchase his/her own materials to perform the work.
- Do not start any work until your application is approved **AND** you have signed required Grant documents and other required documents with the Community Action Agency. Any work started prior to Grant award will not be funded by MaineHousing.
- During the work, the contractor will need to use water, electricity and other utilities. The cost for the use of these utilities will be at the expense of the owner.
- Site visits will be conducted by staff from the CAA and MaineHousing during the construction phase.

#### **CONTRACTOR PROPOSALS:**

- The CAA will solicit a minimum of three bids from separate, qualified contractors to perform the work. The contractor must be a Maine Department of Environmental Protection licensed lead abatement contractor.
- You should check the contractor’s past performance through references and the Better Business Bureau.
- The CAA will award the project to a contractor subject to your approval. If you choose a contractor whose bid is higher than the bid of the contractor selected by the CAA, **you will be responsible** for paying the difference between the low bid and the bid you chose.

**CONTRACTS:**

- MaineHousing’s Program requires a standard lead construction contract to be signed by you and the chosen contractor. The CAA will provide the contract you must use.

**CONTRACTOR PAYMENTS:**

- No payments will be released to the contractor until the owner and the CAA authorize payment. Final payment will be withheld until the contractor passes a visual inspection and a lead dust wipe clearance test performed by the CAA.
- You, the chosen contractor and the Community Action Agency will enter into an Escrow Agreement. This enables the CAA to hold and distribute the construction funds on your behalf and in accordance with program rules.

**RETURNING HOME:**

You cannot return home until all of the interior work is completed and the dust wipe clearance test passes. There may be additional work that needs to be completed on the exterior of the home. This can be done safely while you live in the home.

**RESOLUTION OF DISPUTES:** MaineHousing uses a standard procedure for resolving disputes among the owner, the contractor, and the CAA concerning the rehabilitation of a home. The CAA is initially responsible for resolving disputes. If a dispute arises concerning the provisions of the signed contract or the performance by the parties, contact your CAA immediately and describe your complaint. If your CAA is unable to informally resolve your dispute, your CAA will assist you through the following process.

- *Notice of Dispute.* Within five business days of becoming aware of a dispute that is not readily resolved, the CAA will send MaineHousing a notice of the dispute with a copy of any written correspondence from the complainant. The CAA will also send a copy of the notice of dispute to the complainant. If MaineHousing learns of the dispute first, MaineHousing shall, within three working days send the CAA a notice of dispute along with any correspondence from the complainant. For the most efficient process, contact your CAA first, not MaineHousing.
- *Informal Conference.* The CAA will set up an informal conference to be held within fifteen days from when the CAA becomes aware of the dispute. The CAA will notify all parties of the date, time and place of the informal conference giving reasonable consideration to the schedules of all parties and the severity of the dispute. If the informal conference produces a resolution to the dispute, the CAA will prepare a document signed by all parties involved in the dispute that plainly states the agreed upon resolution.
- *Binding Arbitration.* The lead hazard construction contract and/or the general construction contract between the contractor and you will contain a binding arbitration clause. If the informal conference does not produce a resolution, the CAA will issue a document stating that no resolution was reached and that the parties will participate in a binding arbitration proceeding to be held as soon as possible after the informal conference. Unless the CAA, owner, and contractor otherwise agree, the arbitration shall be conducted in accordance with the construction industry arbitration rules of the American Arbitration Association. The decision of the arbitrator will be final.

**IF YOU DO NOT UNDERSTAND ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT, PLEASE CONTACT YOUR COMMUNITY ACTION AGENCY FOR CLARIFICATION BEFORE SIGNING.**

I certify that I have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form.

I certify that I have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form.

**APPLICANT (OWNER):**

**CAA (ADMINISTRATOR):**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of CAA Representative

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
CAA Representative Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



MAINE STATE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

APPLICANT ACKNOWLEDGEMENT OF LIMITED FUNDS

APPLICANT (OWNER):

CO-APPLICANT (CO-OWNER):

Entity or Owner First Name MI Last Name

Entity or Owner First Name MI Last Name

PROPERTY:

COMMUNITY ACTION AGENCY (CAA)

Property Street

CAA Name

Property City Property State Property Zip

Mailing Address

City State Zip

CONTRACTOR:

CONTRACT AMOUNT: \$

CONTRACT DATE:

Contractor Name

I/We the above referenced Owner(s) acknowledge and understand that the purpose of the funds being provided under the Maine Lead Hazard Abatement Program (the "Program") is to reduce lead hazards in the above referenced Property. I/We also understand that the funds being provided to me/us under the Program may not be sufficient to address all lead hazards in or around the Property and that I/we will be responsible for providing any additional funds which may be necessary to address all such hazards. MaineHousing reserves the right to deny any project if completion of project can not be met under Program funding guidelines. MaineHousing will review each project on a case by case basis.

I/We acknowledge and understand that the lead hazards to be addressed through Program funds will be those specifically identified in a Program Construction Contract between me/us and the above named Contractor on the above written Contact Date and such identified hazards will be mitigated in accordance with lead hazard control guidelines established by the Maine Department of Environmental Protection.

I/We, acknowledge that I/we have received a copy of the United States Environmental Protection Agency pamphlet entitled Protect Your Family from Lead in Your Home and a copy of the Lead Inspection Report prepared in connection with the above referenced Property.

Signed by all owners of the property:

Signature of Applicant (Owner)

Date

Signature of Co-Applicant (Co-Owner)

Date

If I am an owner of rental properties that are enrolled into this Program, I further certify, by signing below, that the above referenced brochure and Lead Inspection Report has been distributed to my tenants as required by law.

Signature of Applicant (Owner)

Date

Signature of Co-Applicant (Co-Owner)

Date





MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

RELEASE AND HOLD HARMLESS

APPLICANT (OWNER):

APPLICANT (CO-OWNER):

Entity or Owner First Name MI Last Name

Entity or Owner First Name MI Last Name

PROPERTY:

COMMUNITY ACTION AGENCY (CAA)

Property Street

CAA Name

Property City Property State Property Zip

Mailing Address

City State Zip

CONTRACTOR:

Contract Amount:

Contract Date:

Contractor Name

Regarding the Construction Contract ("Contract") entered into between the Owner and Contractor named above for work performed on the above-referenced Property in accordance with the agreed upon project specifications, the Applicant states as follows:

- 1. Applicant desires to participate in the Maine Lead Paint Hazard Abatement Program ("Program") and desires to utilize the Contract provided by the above named CAA and the Program when hiring a Contractor to perform the required lead reduction work.
2. Applicant understands that the Contract is provided as a courtesy by the CAA and the Program does not warrant its sufficiency nor guaranty the performance of the Contract.
3. Applicant agrees to assume all risk of injury, harm or damage to his/her person or property which may arise as a result of the performance of the Contract by Contractor and does hereby release and agree to indemnify and hold harmless MaineHousing, the CAA and their agents, officers and employees from any and all liability actions, damages and claims of any kind and nature whatsoever for injury or harm that might arise in connection with the use of the Contract, the Contractor's performance of the Contract and/or Applicant's participation in the Program.

Date:

Signature of Applicant

Witness

Signature of Co-Applicant

Witness



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

RELOCATION ASSISTANCE ACKNOWLEDGEMENT

APPLICANT (OWNER):

CO-APPLICANT (CO-OWNER):

Entity or Owner First Name MI Last Name

Entity or Owner First Name MI Last Name

PROPERTY

COMMUNITY ACTION AGENCY (CAA):

Property Street

CAA Name

City State Zip

CAA Mailing Address

City State Zip

I/We, the undersigned, understand that I/we may receive financial assistance to help cover the costs of temporary relocation expenses associated with lead paint hazard abatement work in our/my home located at the above referenced Property. I/We understand that in order to receive reimbursement, we must provide receipts to the above-referenced Community Action Agency ("Administrator"), and/or other documents which may be required by the Administrator, to verify expenses incurred as a result of temporary relocation. I/We also understand that in the event I/we receive such relocation assistance, that I/we have a responsibility to cooperate with the Administrator and the above referenced Contractor to prepare the Property for lead paint hazard abatement work, including moving furniture out of critical work areas and packing or otherwise securing other belongings to expedite the work.

Reimbursable relocation expenses include, but are not limited to, the following: (i) moving expenses; (ii) hotel/motel costs; (iii) security deposits and monthly rent for apartment units; (iv) laundry; (v) extra gasoline/transportation costs due to the temporary relocation to another dwelling; and (vi) rental fees for other alternative housing arrangements. If the relocation assistance I/we receive is spent on items other than relocation, I/we understand that this does not entitle me/us to request additional money for actual relocation expenses. Furthermore, I/We understand that the Administrator is under no obligation to reimburse for unverified expenses or for expenses not directly associated with temporary relocation.

By signing this agreement, I/We acknowledge the conditions of receiving relocation reimbursements and that \$1,250 is the maximum amount of money to be received for temporary relocation expenses.

Signature of occupant of home or rental unit where lead hazard abatement work is being carried out. If you do not understand this agreement, do not sign it.

Signature of Occupant

Apartment/Unit #

Date

Name of Occupant

Signature of Co-Occupant

Apartment/Unit #

Date

Name of Co-Occupant

By signing below, the Administrator acknowledges receipt of this document signed by the above homeowner(s) or renter(s).

Signature of CAA Representative

Date

CAA Representative Name



MAINE STATE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

NOTICE OF GRANT APPROVAL

Single Family Home

Multi-Family Home

APPLICANT (OWNER):

CO-APPLICANT (CO-OWNER):

Entity or Owner First Name MI Last Name

Entity or Owner First Name MI Last Name

Mailing Address

Mailing Address

City State Zip

City State Zip

PROPERTY:

COMMUNITY ACTION AGENCY (CAA):

Property Street

CAA Name

City State Zip

CAA Mailing Address

City State Zip

Your application for a State Lead Paint Hazard Abatement grant with the above-named CAA has been reviewed and approved for the following:

State Lead Paint Hazard Abatement Program Grant Amount	\$
Additional Project Cost: Owner Assumed Obligation	\$
<b>TOTAL PROJECT COST</b>	<b>\$</b>

You will need to bring the following documents with you to the Closing (if applicable):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Your Closing is scheduled on:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Time: \_\_\_\_\_

It is important that you bring the above-mentioned items (if applicable) to Closing to avoid any delays. If you have any questions, please contact your CAA Representative prior to your Closing date.

Signature of CAA Representative

CAA Representative Name

Date

CAA Representative Telephone

CAA Representative Email



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

CONSTRUCTION ESCROW AGREEMENT

APPLICANT (OWNER):

CO-APPLICANT (CO-OWNER):

Entity or Owner First Name MI Last Name

Entity or Owner First Name MI Last Name

PROPERTY:

COMMUNITY ACTION AGENCY (CAA):

Property Street

CAA Name

Property City Property State Property Zip

Agreement Date:

Grant Amount:

CONTRACTOR:

Owner Contribution:

Contractor Name

Total Escrow Funds:

This Agreement is entered into on the above written Agreement Date in conjunction with a Maine Lead Paint Hazard Program grant from the above-referenced CAA to the Owner in the amount of the above written Grant Amount.

1. DEPOSIT.

The Owner has deposited its above Owner Contribution and Maine State Housing Authority ("MaineHousing") is depositing its Grant Amount (together the "Escrow Funds") with the CAA for work described in Exhibit C to a Construction Contract of near or even date among the Owner, the Contractor, and the CAA as may be modified by change orders executed by the Owner, the Contractor, and the CAA (the "Work").

2. FULL FUNDING.

This Agreement is contingent upon the CAA's receipt of the total Escrow Funds in an amount equal to the amount set forth in the Construction Contract.

3. DISBURSEMENTS.

The CAA shall withhold ten percent of the Escrow Funds until all Work has been completed to the satisfaction of the CAA and the Owner. The CAA shall not make any disbursements until the Contractor has provided the CAA and Owner with copies of any required permits. The CAA shall disburse funds only for any of the Work which is (a) completed, (b) approved by the Owner, (c) inspected by the CAA, and (d) approved by the CAA. For each requisition the Contractor shall submit invoices for materials and the portion of the Work completed through the date of the requisition and lien waivers from all contractors and subcontractors who performed any of the Work through the date of the requisition. The CAA shall withhold final payment until the CAA has received a certificate of occupancy from the municipality where the Work was performed, if applicable, and has conducted a final inspection of the Work and certified that the Work is complete. Completed Work includes the achievement of lead dust clearance levels as described by the United States Department of Housing and Urban Development Lead-based Paint Poisoning Prevention in Certain Residential Structures regulations, 24 CFR Part 35.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO ACHIEVE THE LEAD DUST CLEARANCE STANDARDS REQUIRED BY 24 CFR PART 35. IF DUST WIPE TESTING INDICATES LEAD DUST LEVELS ARE HIGHER THAN ALLOWABLE, CONTRACTOR MUST RECLEAN THE AREAS THAT FAILED AT CONTRACTOR'S EXPENSE. ALL DIRECT AND INDIRECT COSTS INCURRED BY OWNER AND CAA TO RE-INSPECT AND RE-TEST SHALL BE DEDUCTED FROM PROCEEDS DUE CONTRACTOR.

4. CHECK DISBURSEMENTS.

All disbursements shall be in the form of a check payable to the Contractor.



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

CONSTRUCTION CONTRACT

APPLICANT (OWNER):

CO-APPLICANT (Co-OWNER):

Entity or Owner First Name MI Last Name
Mailing Address
City State Zip
Phone Number
Email

Entity or Owner First Name MI Last Name
Mailing Address
City State Zip
Phone Number
Email

PROPERTY:

COMMUNITY ACTION AGENCY (CAA):

Property Street
Property City Property State Property Zip

CAA Name
CAA Mailing Address
City State Zip

CONTRACTOR:

Contractor Name
CONTRACTOR Mailing Address
City State Zip

CONTRACT AMOUNT:
OWNER CONTRIBUTION:
CONTRACT DATE:

Owner, Contractor and CAA (collectively, the "Parties") hereby agree as follows:

- 1. Maine Lead Paint Hazard Abatement Program. The Owner has been selected to receive financial assistance under the MaineHousing Maine Lead Paint Hazard Abatement Program...
2. Work. Contractor shall complete the remediation in accordance with, the following documents...
3. Payment. CAA is holding funds for payment to the contractor pursuant to a Construction Escrow Agreement...

### Single-Family

	MaineHousing Grant \$	Owner Contribution	Other Amount \$	Total
Interior				
Exterior				
<b>GRAND TOTAL</b>				

### Multi-Family

	MaineHousing Grant \$	Owner Contribution	Other Amount \$	Total	Apartment #
Interior					Apartment 1
Exterior					
<b>Total</b>					
Interior					Apartment 2
Exterior					
<b>Total</b>					
Interior					Apartment 3
Exterior					
<b>Total</b>					
Interior					Apartment 4
Exterior					
<b>Total</b>					
Interior					Apartment 5
Exterior					
<b>Total</b>					
Interior					Apartment 6
Exterior					
<b>Total</b>					
Interior					Apartment 7
Exterior					
<b>Total</b>					
Interior					Apartment 8
Exterior					
<b>Total</b>					
<b>GRAND TOTAL</b>					

CAA will issue payment for Work performed within thirty (30) calendar days of receipt of the Contractor's invoice, the corresponding Contractor Payment Request forms and Certificate and Release of Liens. CAA will perform required inspections of the Contractor's Work within this thirty day time period.

**4. Exterior/Interior Work Commencement and Completion.**

- a. Interior Start Date: Contractor shall commence the portion of the Work involving interior portions of the Project on \_\_\_\_\_
- b. Interior End Date: Contractor shall complete the portion of the Work involving interior portions of the Project on \_\_\_\_\_
- c. Exterior Start Date: Contractor shall commence the portion of the Work involving exterior portions of the Project on \_\_\_\_\_
- d. Exterior End Date: Contractor shall complete the portion of the Work involving exterior portions of the Project on \_\_\_\_\_

**5. Hazardous Waste Disposal Costs.** Any hazardous waste disposal costs included in the Work will be billed at cost. Contractor must submit an invoice from the hazardous waste transportation and disposal company that includes the company's name, address, phone number, and cost of transportation and disposal.

**6. Access to Work; Maintenance of Records.** The Owner, the CAA and MaineHousing shall have the right to inspect the Project, including, without limitation all Work done and all materials, supplies, equipment and fixtures furnished, installed or stored in, on or about the Project premises, and all books, subcontracts, and records of Contractor, at all reasonable times. Owner acknowledges the inspections are for the sole benefit of MaineHousing. NOTE: Entry into an active abatement area is strictly prohibited by any person(s) unlicensed to do so.

**7. Failure to Perform.** Failure by Contractor to perform any Work under this Contract for a period of two (2) consecutive working days at any time after commencement of the Work or failure by Contractor to complete the portion of the Work involving interior portions of the Project by the Interior End Date, without written consent of Owner, shall constitute a breach of the Contract, and Owner may, by written notice, terminate the Contract, and/or assess liquidated damages in the amount of \$50.00 per day for every working day that Contractor is not at the site without Owner approval.

**8. Liens.** The final payment due under the Contract shall not become due until the Contractor delivers to the Owner a complete release of all liens arising out of the Contract and receipts in full. The Contractor may, however, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the Owner, for indemnification against any lien. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and attorney's fees.

**9. Permits.** Permits and licenses necessary for completion of the Work shall be procured and paid for by the Contractor. The Contractor shall give all notices and comply with all laws, ordinances, statutes and regulations bearing on the Work.

The Contractor shall provide copies of all Work related permits and licenses to the Owner.

**10. Indemnity.**

- a. The Contractor shall indemnify and hold harmless CAA, its agents and employees, including the CAA's lead hazard design consultant; MaineHousing, its agents and employees; the Owner, the Owner's agents and employees from and against all claims, damages, losses and expenses, including attorneys' fees arising out of or resulting from the performance of the Work, provided that any such claim, damage, losses or expense (a) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (b) caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

- b. In any and all claims against the Owner, the Owner's agents or employees, or the CAA, its agents or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

**11. Insurance.**

- a. Commercial General Liability Insurance. The Contractor shall procure and maintain during the life of the Contract, at its own cost, and show evidence to the Owner and CAA of Commercial General Liability Insurance, including special broad form property damage coverage, to protect it from claims and damages which may arise from operations under the Contract, whether such operations shall be performed by Contractor or by anyone directly or indirectly employed by it in the types and minimum amounts set forth below:

Description	Coverage	Each Occurrence
Commercial General Liability		\$1,000,000
Lead-Based Paint Liability		\$1,000,000
Owners & Contractor's Protective*		\$1,000,000
P.D	Vehicle Liability, including owned, hired, or non-owned	\$1,000,000
Employer's Liability	B.I./Death	\$1,000,000
*In the event the Contractor should employ subcontractors.		

- b. Worker's Compensation Insurance. Contractor shall procure and maintain, at its own expense, and show evidence to the Owner and CAA of Worker's Compensation coverage, as well as Employer's Liability Coverage, for their employees, including employees engaged in hazardous work. All such policies which are in any way related to the Work and which are secured and maintained by the Contractor shall include clauses requiring that each underwriter shall waive all its right of recovery under subrogation or otherwise against the Owner.
- c. Deductible Amount. The Contractor will reimburse the Owner and hold the Owner harmless for the cost of any losses for which it is responsible and to which a deductible amount may apply. The deductible amount in any such policy may not exceed Twenty Five Hundred Dollars (\$2,500) without the written consent of the Owner and either MaineHousing or CAA.
- d. Subcontractors. All subcontractors shall provide the insurance coverage described below:

Description	Coverage	Each Occurrence
Commercial General Liability		\$500,000
P.D		\$500,000
Vehicle Liability, including owned, hired, or non-owned	B.I./Death	\$1,000,000
Worker's Compensation		Maine statutory limits

- 12. Cleaning Up.** The Contractor shall at all times keep the Project premises free from the accumulation of waste materials or rubbish; and, at the completion of the Work, Contractor shall remove all rubbish from and about the Project and all tools, scaffolding and surplus materials and shall leave the Project "Broom Clean". In case of failure to comply by the Contractor, the Owner may perform the clean-up and deduct the cost from any monies due the Contractor.
- 13. Relocation of Tenants.** The CAA shall be responsible for the relocation of tenants during construction activities, including, but not limited to the provision of temporary living accommodations in accordance with the applicable relocation requirements contained in the Program Procedural Guide. In the event that temporary housing becomes unavailable, CAA shall provide a minimum 48 hour notice prior to the Interior Start Date to the Contractor, and Owner and Contractor shall establish a new Interior Start Date.



14. **Cooperation with Contractor.** The Owner shall cooperate with Contractor to facilitate performance of the Work, including the reasonable movement of household furnishings away from the Work area. Owner shall permit Contractor to make reasonable use of existing utilities for the performance of the Work and at the expense of the Owner. Owner shall be responsible for obtaining permission for use of abutting properties for the purposes of completing the Work. Owner shall also ensure that no other contractor will interfere with Contractor's work. If the Owner or an unauthorized general contractor breaches Contractor's containment or otherwise causes lead contamination of an area already cleaned by the Contractor, the re-testing and re-cleaning of the contaminated areas shall be at the expense of the Owner. CAA shall not release any funds to the Owner until such time as the Owner has re-cleaned and re-tested the areas that have been re-contaminated by the Owner or the Owner's general contractor.
15. **Assignment.** Contractor shall not assign this Contract nor delegate its duties hereunder without the written consent of the Owner and MaineHousing.
16. **Project Monitoring.** Contractor and subcontractors will be monitored by the CAA. The CAA, and MaineHousing have the authority to monitor the Work and to ensure that the project is being performed in accordance with this Contract and the Design Plan attached as Exhibit C. The CAA has the authority to direct Contractor to remedy any unsafe or illegal work practice and to ensure that the lead-based paint hazard control process is being performed in accordance with the Occupational Health and Safety Administration Lead in Construction Standards (29 CFR 1926.62), and in accordance with applicable United States Department of Housing and Urban Development guidelines and Maine Department of Environmental Protection regulations.
17. **Warranty.** In addition to any additional warranties agreed to by the parties, the Contractor warrants that the Work will be free from faulty materials; constructed according to the standards of the building code applicable for this location; constructed in a skillful manner and fit for habitation or appropriate use. The warranty rights and remedies set forth in the Maine Uniform Commercial Code apply to this contract.
18. **Compliance with Environmental Laws.**
- a. The Contractor and all sub-contractors will comply in all respects with all applicable federal, state and local laws and regulation, including, without limitation, those relating to "hazardous materials", as defined herein.
  - b. The term "hazardous materials" shall mean any substance, material, or waste which is or becomes regulated by any governmental authority, including, but not limited to: (i) petroleum; (ii) friable or non-friable asbestos; (iii) polychlorinated biphenyls; (iv) those substances, materials or wastes designated as a "hazardous substance", pursuant to Section 311 of the Clean Water Act or listed pursuant to Section 307 of the Clean Water Act or any amendments or replacements to these statutes; (v) those substances, materials or wastes defined as a "hazardous waste", pursuant to Section 1004 of the Resource Conservation and Recovery Act or any amendments or replacements to that statute; (vi) those substances, materials or wastes defined as a "hazardous substance", pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, or any amendments or replacements to that statute or any other similar statute, rule, regulation or ordinance now or hereafter in effect; or (vii) any "hazardous waste", "hazardous substance" or "chemical substance or mixture" or similarly regulated substances or material as such phrases are defined in or regulated pursuant to any applicable state or local law, regulation or ordinance governing the generation, storage, discharge, transportation or disposal of the same.
  - c. The Contractor, at its own expense, will promptly take all actions which may be necessary to abate, remove, clean up, and otherwise cure any violation of environmental laws caused by any hazardous materials used, generated, released, discharged, stored, or disposed of in connection with the Project and which were either brought onto the Project site or employed by the Contractor in connection with the Project. The Contractor shall not be responsible for hazardous materials present on the site or in the building at the time of the commencement of the Project, unless the Contract Documents impose such an obligation upon Contractor.
  - d. Contractor will defend, indemnify and hold the Owner, the CAA, and MaineHousing harmless from any cost, expense, claims or liability resulting from violations of any environmental laws hereunder by Contractor or any subcontractor.

- 19. Changes in Scope of Work.** Neither the Owner nor the Contractor shall make any changes in the plans and specifications developed by the CAA, or changes by altering or adding to the Work contemplated, or orders for extra work which will result in a net construction cost increase, or will change the design concept, or will result in a construction cost decrease of more than 2% of the Contract amount without the prior written approval of MaineHousing.
- 20. Arbitration.** If a dispute arises concerning the provisions of this contract or the performance by the either the Owner or the Contractor, then the Owner and the Contractor agree to settle this dispute through binding arbitration as regulated by the Maine Uniform Arbitration Act, with the parties agreeing to accept as final the arbitrator's decision. MaineHousing shall choose the arbitrator and may, at its sole discretion, assume the costs for the arbitrator. The parties to the arbitration shall be responsible for their respective attorney's fees, if any.
- 21. Role of MaineHousing and CAA.** It is further understood between the parties hereto that Owner has ultimately selected all contractors, subcontractors, material men, as well as all others furnishing services or materials to the Project through a bidding process and MaineHousing has, and shall have, no responsibility whatsoever for them or for the quality of their materials or workmanship. MaineHousing's sole function is that of program coordinator and to distribute Program proceeds in accordance with program guidelines as may be promulgated by MaineHousing. Owner shall have no right to rely on any procedures required by MaineHousing.
- Owner and Contractor agree, both jointly and severally, to indemnify and hold harmless MaineHousing its agents and employees from and against any and all liability, suits, actions, and claims for property damage and/or personal injury (including death) arising directly or indirectly from the execution of the Work or otherwise under this Contract.
- 22. Complete Agreement.** This Contract represents the entire and integrated agreement among CAA, Owner and Contractor. No changes, modifications, nor amendments in the terms and conditions of this Contract shall be effective, unless reduced to writing, signed by duly authorized representatives of Owner and Contractor, CAA and approved by MaineHousing.
- 23. Governing Law; Gender.** This Contract shall be governed by the laws of the State of Maine. Any noun or pronoun, when used herein, shall mean the singular or plural and the masculine or feminine, as the context requires.
- 24. MAINE ATTORNEY GENERAL ADVISORY.** OWNERS ARE STRONGLY ADVISED TO VISIT THE MAINE ATTORNEY GENERAL'S PUBLICLY ACCESSIBLE WEBSITE TO OBTAIN CURRENT INFORMATION ON HOW TO ENFORCE THEIR RIGHTS WHEN CONSTRUCTING OR REPAIRING A HOME AT: [http://www.maine.gov/ag/consumer/housing/home\\_construction.shtml](http://www.maine.gov/ag/consumer/housing/home_construction.shtml) OR CONTACT THE ATTORNEY GENERAL'S OFFICE BY MAIL OR TELEPHONE AT: 6 STATE HOUSE STATION, AUGUSTA, MAINE 04333 (207) 626-8800 / TTY # 711

IN WITNESS WHEREOF, the Owner, Contractor and CAA hereto have caused this Contract to be duly executed on the Contract Date written above.

**OWNERS**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Witness

**CONTRACTOR**

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor Representative Name

**CAA**

\_\_\_\_\_  
Signature of CAA Representative

\_\_\_\_\_  
CAA Representative Name

## EXHIBIT A

# SPECIAL SPECIFICATIONS FOR LEAD-BASED PAINT HAZARD CONTROL CONTRACTS

### 1.01 GENERAL REQUIREMENTS

All work funded through the Maine State Housing Authority Lead-Based Paint Program (the "Program") as administered by a duly authorized Program administrator (the "Program Administrator") shall include the following requirements and incorporate all Contract Documents and all existing local, State and federal laws and regulations.

The contractor shall perform all work according to the following:

### 1.02 LEAD-BASED PAINT HAZARD CONTROL WORK

#### A. Surfaces with Lead-Based Paint.

The contract shall include, but is not limited to, the following activities:

1. The removal, encapsulation, enclosure, replacement, cleaning and disposal of items determined to contain harmful amounts of lead-based paint, according to Maine Laws and Regulations.
2. Lead-based paint hazard reduction as indicated or included in the attached specifications and/or Contract Documents.
3. Work outside the Project site as called for in the Contract Documents and as required for the performance of the Work.
4. Providing and restoring, where appropriate, all temporary facilities.

#### B. Related Services and Equipment.

The CONTRACTOR shall furnish all labor, materials, tools, services, insurance and equipment necessary to perform the demolition, removal, and proper disposal of all lead-based materials as identified by the inspection reports, and as indicated in these technical specifications.

#### C. Compliance.

The CONTRACTOR shall assume full responsibility and liability for the compliance with all applicable federal, State and local regulations pertaining to notifications, work practices, hauling, disposal, and protection of workers, visitors and residents. The CONTRACTOR shall hold the OWNER and the MAINE STATE HOUSING AUTHORITY, including the duly authorized agents of the Maine State Housing Authority, harmless for the failure of the CONTRACTOR to comply with any applicable regulations.

#### D. Methods.

1. Detailed requirements for the lead-based paint hazard abatement work are included in Appendix C of this Document. The detailed work plan contains an area by area breakdown of each housing unit and the methods of lead-based paint hazard control that must be utilized. The CONTRACTOR will identify the location and layout of decontamination areas, the sequencing of work, the interface of other trades involved (if any) in the performance of work, methods to be used to assure the safety of building occupants and visitors to the site, disposal plan including location of approved disposal site, and a detailed description of the methods to be employed to control pollution.
2. Priming and repairing of all woodwork or damaged areas associated with lead-based paint hazard reduction. Prior to priming surfaces, the surface shall be cleaned to remove dust, paint chips, and surface contaminants that may prevent proper adhesion of coatings (including de-glossing).
3. Clean-up of all visible paint chips on the ground surrounding lead-based paint hazard control work areas and where indicated by the work specifications.

- Meeting post lead-based paint hazard control dust wipe clearance sampling criteria as required by the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and the Maine Department of Environmental Protection (DEP) Lead Management Regulations. The lead concentrations in dust samples shall be below the following levels:

Hard Floors/Carpet:	10 micrograms/sq ft (ug/ft <sup>2</sup> )
Window Sills:	100 ug/ft <sup>2</sup>
Window Wells:	100 ug/ft <sup>2</sup>

- Meeting post lead-based paint hazard control soil sampling criteria as specified by the Maine DEP if soil lead-based paint hazard control is undertaken as part of the work specifications. The concentrations in the soil shall be below the following levels:

Play Areas	375 parts per million
Foundation Drip-line & Other	1,000 ppm

Refer to Section 6F of Maine DEP Lead Management Regulations.

- All lead-based paint hazard control activities shall be performed in accordance with these specifications, and all applicable federal, State and local government regulations. In the occurrence of conflict or overlap between governing regulations and these specifications, the more stringent shall be applied.
- Cooperate fully with the OWNER, PROGRAM ADMINISTRATOR, CONSULTANT, and tenants during construction operations to minimize conflicts.

#### **E. Materials, Tools and Equipment.**

- All materials, tools, and equipment will be supplied by the CONTRACTOR and must comply, at a minimum, with this specification, and applicable federal, State and local codes.
- Polyethylene Sheeting and Bags. At least 6 mil for all applications.
- Wetting/Cleansing Agent. Five percent (5%) TSP (Tri-Sodium Phosphate) at one ounce per gallon of water or other specified lead-specific cleaning agent. Contractor may use an all-purpose cleaning agent in lieu of TSP according to the manufacturer's recommendations.
- Tape and Glue. Shall be capable of sealing plastic joints, and attaching plastic to finished surfaces without damage when removed. The bonding strength and resulting seal integrity must not be affected by mist or water, encapsulation agent, or any other materials to be used in the work area.
- Warning Signs and Labels. Shall comply with Maine Department of Environmental Protection Chapter 424 Lead Management Regulations and all other applicable federal, State or local codes and regulations.
- Waste Containers and Transportation. Use doubled, 6 mil poly bags as specified in Section 1.13, "Lead Waste Disposal Procedures" or, drums or other closed containers, suitable for loading, temporary storage, transit, and unloading of contaminated waste without rupture, or otherwise causing spillage or exposure to persons or emissions to the atmosphere. Transportation methods shall comply with applicable hazardous or special waste regulations for temporary storage, transport, and disposal if such codes are in effect in states or cities where the waste will be stored, transported and disposed of. All containers shall be labeled in accordance with OSHA and DOT regulations.
- Respiratory Protection Devices. Shall be NIOSH approved and shall comply with all provisions for 29 CFR 1926.58 as stated in section 1.07, Respiratory Protection.
- Electrical Equipment. Shall be Underwriters Laboratory Listed and approved and shall have ground fault circuit interrupt protection.
- Ladders or Scaffolds. Shall be OSHA-approved, and be of sufficient dimensions and quantities so that all work surfaces can be easily and safely accessed by the OWNER's Representative, workers and other authorized inspectors.

## 1.03 PROJECT COORDINATION

### A. Personnel.

Project Supervisor. The CONTRACTOR shall provide a full-time supervisor who will coordinate and supervise all on-site work and who is experienced in supervision of lead-based paint hazard control projects including work practices, protective measures for building and personnel, disposal procedures, etc. The Supervisor must have completed an Environmental Protection Agency certified lead-based paint hazard control procedures and supervisor's course and have had either a minimum of one (1) year as a lead-based paint hazard control worker or two (2) years' experience in the building trades, asbestos abatement, environmental technician or related field. The Project Supervisor shall be licensed and shall be on site at all times during lead-based paint hazard control activity in accordance with Maine DEP Lead Management Regulations.

### B. Pre-Construction Conference.

1. A Pre-Construction Conference may be convened prior to start of any work. At this meeting the following issues will be addressed:
  - a. Lead-based paint hazard control Issues;
  - b. Project Scheduling and Coordination;
  - c. Code permitting requirements
  - d. Use of OWNER's Facilities;
  - e. Tenant Issues and Concerns and Relocation Procedures;
  - f. Contract Signing and Submittals
2. Upon request, Contractor shall submit copies of worker and supervisor licenses to CONSULTANT prior to commencement of work. Failure to provide license copies of on-site personnel may result in a shutdown of work until such documents are provided.

### C. Commencement of Work.

1. The CONTRACTOR shall begin work as stated in the Maine State Housing Authority Lead- Program Construction Contract and Notice to Proceed and shall give proper notification to the Maine DEP (as described in 1.04 D of this document), OWNER, PROGRAM ADMINISTRATOR and building occupants.
2. The CONTRACTOR shall cooperate fully with OWNER and tenants and shall coordinate and schedule work to allow adequate time for the OWNER and tenants to prepare units before any lead-based paint hazard control work is started.

### D. Existing Conditions.

1. Pre-existing damage must be recorded by the CONTRACTOR and given to OWNER and PROGRAM ADMINISTRATOR in a Pre-Existing Damage Report before the beginning of work. Damage uncovered during work must be brought to the attention of the OWNER and PROGRAM ADMINISTRATOR forthwith.
2. Damage to property caused by the CONTRACTOR will be corrected by the CONTRACTOR and restored to the original condition, including finish work and painting. If CONTRACTOR fails to correct property damage caused by it or any of its subcontractors, OWNER will be compensated for property damages by a deduction from the base contract price in an amount sufficient to cover the repair or replacement of the damaged property.
3. Improperly installed replacement components or enclosures or poorly performed finish carpentry work shall be corrected by the CONTRACTOR. If CONTRACTOR fails to correct improperly installed replacement components, enclosures, or poorly performed finish carpentry work by it or any of its subcontractors, OWNER will be compensated for these damages by a deduction from the base contract price in an amount sufficient to cover the expenses incurred by the OWNER to correct the problem(s).

**E. Completion Time and Liquidated Damages.**

1. The Interior End Date and the Exterior End Dates are stated in the Contract. If the CONTRACTOR should find it impossible to complete the Work on or before an applicable end date, the Administrator shall obtain a written request (Change Order) signed by the CONTRACTOR and OWNER for an Extension of Time, setting forth therein the reasons for the request, subject to MaineHousing's review and approval. If the OWNER finds that the work was delayed because of conditions beyond the control and without the fault of the CONTRACTOR, the OWNER may extend the applicable end date as though it were the original applicable end date.
2. Time is an essential element of the Contract and it is important that the work be pressed vigorously to completion.
3. For each calendar day that any work shall remain uncompleted after the Interior End Date specified in the Contract, an amount equal to \$50.00 per day shall be deducted from any money due the CONTRACTOR, not as a penalty, but as Liquidated Damages; provided, however, that due account shall be taken of any adjustment of the applicable end date granted under the provisions of Paragraph 1 above.
4. For every hour that the CONTRACTOR is late on a scheduled workday, a deduction of \$50.00 per hour (or \$25.00 per half hour) may be made from the base bid amount. Late shall be defined as any time after 8:30 A.M. A late fee can be waived by the OWNER for reasons of inclement weather, "an act of God", or other extenuating circumstances approved by the OWNER. In addition, if CONTRACTOR fails to notify CONSULTANT at least twelve hours in advance that CONTRACTOR will not be on site for a particular workday, CONTRACTOR may be assessed liquidated damages in the amount of \$325.00 per day for every day that the CONTRACTOR failed to notify CONSULTANT that CONTRACTOR would not be on the project site. The \$325.00 per day liquidated damages may be deducted from the contract price.

**F. Daily Log.**

1. The CONTRACTOR is to maintain a daily log documenting the dates and time of meetings (purpose, attendees, brief discussion), visitations (authorized and unauthorized), personnel (by name and DEP certification number, entering and leaving the work area), special or unusual events (i.e., barrier breaching, equipment failures, accidents), air monitoring tests, interim test results, and progress of completion.
2. Copies of this log may be requested by the OWNER and/or PROGRAM ADMINISTRATOR at close-out of the project. This log must also be made immediately available to the DEP if requested. If such a request is made, CONTRACTOR shall provide the log.

**G. Site Inspections.**

All work will be periodically inspected by the ADMINISTRATOR or MaineHousing who may from time to time interrupt work for reasons of safety or to request corrections according to the specifications. In the event that a CONTRACTOR's action results in an immediate threat to health or safety of the residents, workers or the environment, the ADMINISTRATOR or MaineHousing shall have the authority to direct the CONTRACTOR to stop work.

**1.04 CODES, REGULATIONS, AND STANDARDS**

Requirements include adherence to work practices and procedures set forth in applicable codes, regulations and standards. Requirements include obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with codes, regulations and standards.

**A. General Applicability of Codes and Regulations and Standards.**

Except to the extent that more explicit or more stringent requirements are written directly into the Contract Documents, all applicable codes, regulations, and standards have the same force and effect (and are made a part of the Contract Documents by reference) as if copied directly into the Contract Documents or as if published copies are bound herewith.

**B. Contractor Responsibility.**

The CONTRACTOR shall assume full responsibility and liability for the compliance with all applicable federal, State and local regulations pertaining to work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the site. The CONTRACTOR is responsible for providing medical examinations and maintaining medical records of personnel as required by all applicable regulations.

**C. Requirements.**

Requirements which govern lead-based paint hazard control work or hauling and disposal of lead waste materials include, but are not limited to, the following:

1. 29 CFR 1910, sections 1925 and 1926, Occupational Safety and Health Administration as follows:
  - a. 1910.139 Respiratory Protection (effective 4/8/98)
  - b. 1910.1020 Access to Employee Exposure and Medical Records (effective 6/20/96)
  - c. 1926.62 Construction Industry Standard (2/13/96)
  - d. 1926.59 Hazard Communication (effective 6/20/96)
  - e. 1926.200 Accident Prevention Signs and Tags
  - f. 1926.20 General Safety and Health Provisions
  - g. 1926.21 Safety Training
  - h. 1926.28 Personal Protection
  - i. 1926.51 Sanitation
  - j. 1926.55 Gases, Vapors, Fumes, Dusts and Mists
  - k. 1926.57 Ventilation
  - l. 1926.103 Respiratory Protection
  - m. 1926.251 Rigging, Scaffolding and Staging.
2. 58 CFR 26590 Occupational Safety and Health Administration.
3. DOT - U.S. Department of Transportation, including, but not limited to: 29CFR parts 171 and 172 Hazardous Substances.
4. 49 USC 6901, et seq. Resource Conservation Recovery Act (RCRA).
5. Maine Department of Environmental Protection Hazardous Waste Regulations.
6. Maine Department of Human Services Childhood Lead Poisoning Prevention Regulations.
7. Maine Lead Poisoning Control Act, Title 22, Chapter 252.
8. Maine Department of Environmental Protection Chapter 424 Lead Management Regulations.
9. In addition, lead-based paint hazard control work shall be performed in accordance with HUD Guidelines for the Evaluation and Control of Lead-Based Point Hazards in Housing.

**D. Notifications - State and Local Agencies, and Tenants.**

Send written notification as required by State regulations prior to beginning any work on lead-containing materials, including the following:

Maine Department of Environmental Protection  
Lead Licensing & Enforcement Program  
State House Station #17  
Augusta, ME 04333

PROGRAM ADMINISTRATOR:

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1. Written notification must be submitted to the Maine DEP (on its approved form) at least five (5) working days prior to commencement of the lead-based paint hazard control activity, including set-up or on-site preparation activities. Written revisions to the original notification must be submitted to the Maine DEP if the start and/or end date changes. Timelines for submission of revisions are outlined in Section 3 of the Maine DEP Lead Management Regulations. Compliance with all notification requirements is the responsibility of the CONTRACTOR. Copies of all notifications and revisions must be submitted to the OWNER and ADMINISTRATOR.
2. Notification of Occupants. The CONTRACTOR shall provide written notification to the occupants at least five (5) days in advance of the proposed lead-based paint hazard control activities. The notice must include scheduled dates and work hours for lead-based paint hazard control activities, identification of work sites, and information on any alternative entrance or exit to be used during lead-based paint hazard control activities. Note: A Department of Human Services warning sign does not meet this requirement.

**E. Abbreviations and Acronyms.**

Abbreviations and acronyms as referenced in Contract Documents are defined to mean the associated names. Names and addresses are subject to change, and are believed to be, but are not assured to be, accurate and up-to-date as of the date of Contract Documents.

AIHA	American Industrial Hygiene Association
AIA	American Institute of Architects
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
CFR	Code of Federal Regulations
DEP	Maine Department of Environmental Protection
DHS	Maine Department of Human Services
DOT	Department of Transportation
EPA	Environmental Protection Agency
NBS	National Bureau of Standards
NFPA	National Fire Protection Association
NLLAP	National Lead Laboratory Accreditation Program
OSHA	Occupational Safety and Health Administration
UL	Underwriters Laboratories

**1.05 SUBMITTALS**

**A. General.**

The CONTRACTOR shall prepare and upon request, submit the submittals to the OWNER and ADMINISTRATOR at the time the Contract is executed.

**B. Review.**

The CONTRACTOR shall allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals. No extension of Contract Time will be authorized because of failure to transmit submittals to OWNER sufficiently in advance of the work to permit processing.



**C. Submittals Required Upon Request Prior to the Commencement of Work.**

1. List of proposed subcontractors with their specialty and qualifications.
2. Names and copies of certifications of the proposed Project Supervisors.
3. Copies of certifications for each lead-based paint hazard control worker.
4. Copies of notifications (required with or without request).
5. A current copy of CONTRACTOR's Lead Abatement Contractor License.
6. Insurance certificates.
7. List of citations/violations with corrective measures taken.

**D. Required Submittals During the Course of Work.**

1. Changes to original submissions. This includes new employees of the CONTRACTOR who are scheduled to work on this particular job site. CONTRACTOR must provide copies of all appropriate licenses to the OWNER and PROGRAM ADMINISTRATOR for these new employees.
2. Written requests for change orders when additional work is required. Payments will not be made for additional work performed without an authorized written change order submitted on a form acceptable to the OWNER, MaineHousing, and PROGRAM ADMINISTRATOR and shall include a detailed breakdown of all additional costs.
3. The CONTRACTOR must maintain all documents indicated in Section 6H(2) of the Maine DEP Lead Management Regulations at the lead-based paint hazard control worksite throughout the duration of such activity. The CONTRACTOR must make these documents immediately available to the DEP and/or to the CONSULTANT monitoring the project.

**E. Final Submittals.**

1. Lead-Based Paint Hazard Control Report & Report Cover Sheet. The CONTRACTOR shall prepare and submit copies of the lead-based paint hazard control report cover sheet in the format attached to these general specifications to the OWNER and the PROGRAM ADMINISTRATOR WITHIN 30 DAYS OF PROJECT COMPLETION. The CONTRACTOR shall submit the complete lead-based paint hazard control report upon request of the DEP, OWNER, MaineHousing, or the PROGRAM ADMINISTRATOR.
2. Occupant Protection Plan. CONTRACTOR shall submit the Occupant Protection Plan to the ADMINISTRATOR prior to commencement of the work.
3. Project Visitors Log. Upon request, CONTRACTOR shall submit a record of when visitors enter and leave the job site.
4. Daily Construction Report/Supervisor's Daily Log. Upon request, CONTRACTOR shall submit a report showing daily crew size and work activities.
5. Log of Dates of Specific Lead-Based Paint Hazard Reduction Demonstration Grant Program Activities. Upon request, the CONTRACTOR shall submit at the end of the project, a copy of the specifications which has been dated as to when specific lead-based paint hazard control activities took place.
6. Upon request, CONTRACTOR Personnel Air Monitoring Results, if applicable.
- a. Citations/Violations/Incident Reports. Upon request, CONTRACTOR is to submit all agency related violations with corrective actions taken.
7. Accident/First Aid Reports. Upon request, CONTRACTOR is to submit these reports, if any.
8. Waste Disposal Manifests. Upon request CONTRACTOR shall submit written disposal certificates and copies of all waste manifests, trip tickets, and receipts.
9. The CONTRACTOR is responsible for maintaining documents listed in Section 6H(1) of the DEP Lead Management Regulations for a minimum of ten years, in a place and form approved by the DEP.

## 1.06 PERSONNEL PROTECTION

### A. Proper Training - Certification of Workers.

All workers are to be certified as Lead Abatement Workers as required by the Maine DEP Lead Management Regulations. Lead abatement worker training will include OSHA Standard for Lead in Construction (29 CFR 1926.62 effective 5/4/93), personal protective equipment and hygiene practices, State of Maine statutes and regulations, background information on lead and its adverse health effects, waste handling and disposal, air and dust sampling, and clearance standards. Project supervisors must be further trained in occupant protection planning, supervisor responsibilities, contractor liability, and report preparation.

### B. Medical Examinations.

Provide medical examinations for all workers. Medical examinations, at a minimum, shall include a blood test and pulmonary function test as required by OSHA regulations.

### C. Protective Clothing.

Workers must be issued protective clothing:

1. Provide disposable full-body coveralls and disposable head covers, and require that they be worn by all workers in the Work Area. Provide a sufficient number for all required changes and the number of workers in the Work Area.
2. Provide eye protection (goggles) as required by OSHA for all workers involved in wet scraping, spraying or any other activity which may potentially cause eye injury. Thoroughly clean, decontaminate and bag goggles before removing them from Work Area.
3. Provide work gloves to all workers and require that they be worn at all times in the Work Area. Do not remove gloves from Work Area and dispose of as lead-contaminated waste at the end of the work.

### D. Decontamination Procedure.

Require all workers to adhere to at a minimum, the following personal decontamination procedures whenever they enter and leave the Work Area:

1. Entering containment. Change from street clothes into new and clean protective clothing and don respirator, while in a "clean room".
2. Exiting Containment. When leaving the work area employees are to remove visible dust from disposable clothing before entering the airlock. When in the airlock, protective clothing is to be HEPA vacuumed and then removed and discarded back into the work area. The worker may then remove the respirator and place it into a plastic bag, dress in street clothes and exit the airlock.
3. Respiratory Equipment Maintenance. The CONTRACTOR shall instruct all employees and workers in the proper care of their personally issued respiratory equipment, including daily maintenance, sanitizing procedures, etc.
4. Personal Hygiene. Employees shall, at a minimum, wash face and hands immediately upon exiting the work area and before leaving the "change room". The CONTRACTOR shall provide clean towels daily for this purpose.

### E. Prohibitions.

Require that workers NOT eat, drink, smoke, chew tobacco or gum, or apply cosmetics in the work area. To eat, chew, drink or smoke, workers shall follow proper decontamination procedures prior to entering non-work areas of the site.

## 1.07 RESPIRATORY PROTECTION

### A. Training.

The CONTRACTOR shall instruct and train each worker involved in lead-based paint hazard control in proper respiratory use.

### B. Fit Testing.

1. Initial fitting. Provide initial fitting of respiratory protection during a respiratory protection course of training set up and administered by an Industrial Hygienist. Fit types of respirator to be actually worn by each individual. Allow an individual to use only those respirators for which training and fit testing have been provided.
2. Respirator use. Require that each time an air-purifying respirator is put on it be checked for fit with a positive and negative pressure fit test in accordance with the manufacturer's instructions or ANSI Z88.2 (1980).

### C. Respirator Use.

The CONTRACTOR shall require each worker to wear a respirator, for which s/he has been properly fit tested, whenever the worker enters the Work Area. The minimum level of respiratory protection to be used will be full-face air-purifying respirators with high efficiency filters. Contractors are encouraged to choose respiratory types that provide greater protection factors than those required. Air monitoring results for both the type of respirator used and the type of work being done, must meet proper respiratory protection criteria.

### D. Respiratory Protection.

Provide respiratory protection according to the standards as indicated by the Chart provided below in accordance with the OSHA standard 29 CFR 1910.134(b), (d), (e) and (f) and the OSHA lead standard 29 CFR 1910.1025, whichever are stricter and offer greater protection.

PROPER RESPIRATORY PROTECTION - CRITERIA FOR SELECTION		
Respirator Type	Factor	Exposure Protection
Air purifying: <ul style="list-style-type: none"> <li>• Negative pressure respirator</li> <li>• High efficiency filter</li> <li>• Half facepiece</li> </ul>	10	0 to 0.5 mg/m <sup>3</sup>
Air purifying: <ul style="list-style-type: none"> <li>• Negative pressure respirator</li> <li>• High efficiency filter;</li> <li>• Full facepiece</li> </ul>	50	0 to 2.5 mg/m <sup>3</sup>
Powered air purifying (PAPR): <ul style="list-style-type: none"> <li>• Positive pressure respirator</li> <li>• High efficiency filter</li> <li>• Full facepiece</li> </ul>	1,000	0 to 50.0 mg/m <sup>3</sup>
Type C supplied air: <ul style="list-style-type: none"> <li>• Positive pressure respirator</li> <li>• Pressure demand or</li> <li>• Other positive pressure mode;</li> <li>• Half facepiece</li> </ul>	2,000	0 to 100 mg/m <sup>3</sup>
Type C supplied air: <ul style="list-style-type: none"> <li>• Positive pressure respirator</li> <li>• Pressure demand or other</li> <li>• positive pressure mode;</li> <li>• Full facepiece</li> </ul>	>2,000	>100 mg/m <sup>3</sup>

**E. Respirators.**

All individuals engaged in lead-based paint hazard control activities or individuals who enter into work areas where lead-based paint hazard control activities are occurring, must wear appropriate respiratory (including personal and other) protective equipment in accordance with the requirements of OSHA 29 CFR 1926.62 (effective date of February 13, 1996) (Refer to Section 6A in the DEP Lead Management Regulations).

**F. Filter Cartridges.**

Provide, at a minimum, HEPA type filters labeled with NIOSH and OSHA Certification for "Radionuclides, Radon Daughters, Dust, Fumes, Mists, including Lead-Containing Dusts and Mists" and color coded in accordance with ANSI Z228.2 (1980). In addition, a chemical cartridge section may be added, if required, for solvents, etc., in use. In this case, provide cartridges that have each section of the combination canister labeled with the appropriate color code and NIOSH/MSHA Certification.

**1.08 ENVIRONMENTAL AND AIR MONITORING**

- (1) The CONTRACTOR is responsible for conducting air monitoring of his/her employees according to OSHA regulations during all lead-based paint hazard control work. The results of such sampling shall be posted and provided to workers.
- (2) Samples will be used to determine 8-hour TWA and personal protective equipment requirements (results shall be made available on-site for DEP review). Personal sampling shall be as outlined in OSHA Standard 29 CFR 1926.55. Air samples shall be analyzed via Atomic Absorption Spectrometry for the presence of lead at the CONTRACTOR's expense.

**1.09 EMERGENCY PRECAUTIONS**

**A. Emergency Procedures.**

The CONTRACTOR shall establish emergency procedures for fire, medical, electrical, etc.

**B. Fire Precautions.**

The CONTRACTOR shall establish emergency and fire exits from all work areas for the workers and building occupants (Refer also to Occupant Protection Plan written by CONSULTANT). All emergency exits must be demarcated and properly sealed, yet operable, from inside containment. Fire extinguishers shall be maintained at each site.

**C. Medical Emergency.**

The CONTRACTOR shall identify the local medical emergency facility and post the location and telephone number at each site. The Project Supervisor will be responsible for transportation to the emergency medical facility in the event an emergency occurs.

**D. First Aid.**

The CONTRACTOR shall be prepared and equipped to administer first aid to injured personnel at the site of decontamination. The CONTRACTOR shall also be prepared to respond to serious injuries incurred inside the contained area. For these purposes, the CONTRACTOR shall have on site a written contingency plan specifying when and how to initiate protocol for notification of emergency response professionals. When an injury occurs, the CONTRACTOR shall stop all work and implement dust reduction techniques until the injured person has been removed from the work area. The CONTRACTOR shall also furnish a portable eye wash station.

## **E. Electrical Safety.**

Safe practices for use of electricity and electrical machinery and equipment will be observed at all times:

1. All electrical circuits used inside the lead-based paint hazard control area shall be ground fault protected.
2. All extension cords shall be the 3-wire type. Splices shall have soldered wire connections with insulation equal to the cable. Worn or frayed cords shall not be permitted on the work site.
3. Circuits supplying the work area shall be properly designed, fused, and demarcated.
4. The Removal CONTRACTOR shall coordinate all power requirements including Ground Fault Interrupted (GFI) panel design and extension cord requirements, with the OWNER.

## **1.10 PREPARATION OF LEAD LEAD-BASED PAINT HAZARD REDUCTION DEMONSTRATION WORK AREAS**

### **A. Isolation Work Areas.**

The CONTRACTOR must isolate the location where lead-based paint hazard control work occurs to prevent unauthorized or accidental entry and to contain all dust and debris resulting from the work. The "Work Area" will depend on the specific work indicated within the Contract Documents. It may be a portion of a room, a single room, or a complex of rooms. A "Work Area" is considered contaminated during lead-based paint hazard control related work, and must be isolated from the balance of the building, and decontaminated at the completion of the lead-based paint hazard control related work.

Prior to isolation of the work area, all vents, openings, electrical outlets, heaters, drains, furniture, fixtures, wall hangings, appliances, curtains, drapes, blinds, rugs and personal belongings must be removed or covered with 6-mil polyethylene sheeting in an airtight manner. If furniture is left behind, then it shall be pre-cleaned via a HEPA vacuum and sealed with a single layer of 6-mil poly and left in the work area. Wiring that is attached to a component that is being abated must be HEPA vacuumed. The CONTRACTOR will be responsible for the balance of the moving to create the most efficient work space.

The pre-cleaning of floors and other areas to be isolated shall be HEPA vacuumed to avoid holes in poly sheeting from debris and shall be performed prior to installation of poly on the floor. The CONTRACTOR shall clean floors again after containment is removed and before clearance dust wipes are taken to ensure wipe samples pass clearance, and to avoid re-cleaning by the CONTRACTOR. Note: If dust wipe samples fail clearance, re-cleaning and retesting will be performed until dust wipe samples pass clearance at the CONTRACTOR'S expense.

Preparation of Work area. Isolation shall include the sealing of all openings, doorways and corridors to the area. HEPA vacuum floors, window sills, window wells and other areas where dust may have been allowed to accumulate. Isolation additionally includes:

1. The CONTRACTOR shall provide written notification to the occupants at least five (5) days in advance of the proposed lead-based paint hazard control activities. This notice shall be accomplished either by posting 8.5 inch by 11 inch signs at all entrances into the residential dwelling or child occupied facility and adjacent common areas, or by individual letters or flyers delivered to all occupants or units. This notice must include the scheduled dates and work hours for lead-based paint hazard control activities, identification of work site(s), and information on any alternative entrances or exists to be used during lead-based paint hazard control activities. Note: The lead hazard warning signs posted by the DHS does not constitute fulfillment of this requirement.
2. The CONTRACTOR shall post lead-based paint hazard control project warning signs at all entrances to the residential dwelling or child-occupied facility at least five (5) days prior to the start date of lead-based paint hazard control activities. This sign must be at least 8.5 by 11 inches and shall state the start and end dates of the lead-based paint hazard control project. These signs must not be removed until visual examinations have been performed and all clearance criteria has been met. Warning signs shall also comply with OSHA 29 CFR 1926 requirements.

3. Erect barriers and seal all openings into the work area; protect and cover all fixed items; and erect Decontamination Facilities. Note: Nonporous impermeable vertical surfaces need not be covered with polyethylene sheeting (see clean-up section). HEPA vacuum and cover all porous wall surfaces that are not part of the work schedule, with 6 mil. polyethylene.
4. Inform OWNER and PROGRAM ADMINISTRATOR that containment set-up is finished before starting any removal of lead paint contaminated materials.

**B. Emergency and fire exits shall be maintained on the exterior of the containment.**

**C. Decontamination Air Lock.**

Construct a solid frame airlock consisting of a dirty area, wash area, and clean area. The frame will be rectangular and covered on all sides with 6 mil. polyethylene sheeting. All seams in the polyethylene covering will be sealed with duct tape. Construct a standard triple layer polyethylene sheeting egress with narrow opening slits cut into the polyethylene at two ends with flaps to prevent any lead dust migration. The system must allow air to enter the workspace from the clean side of the airlock, and prevent air moving from within the work zone to escape containment.

**D. Entering and Exiting the Work Area.**

When entering the airlock, all employees and visitors will wear a set of protective clothing and a respirator. Only one person is to pass through the airlock at a time making sure that flaps are securely in place.

When exiting the work area, decontamination shall consist of: 1) cleaning all tools (at end of shift); 2) HEPA vacuum all protective clothing by rolling inward (do not remove respirator yet); remove work shoes and put in plastic bag; 4) enter shower or wash area; 5) remove respirator after washing hands; 6) take a shower if available, using plenty of soap and water; wash hair, hands, fingernails, and face thoroughly; and 7) enter clean room and don street clothing.

## **ERECTION OF SCAFFOLDING**

- (1) All scaffolding and ladder equipment must be inspected to see that it is in good condition and is serviceable. Damaged equipment will not be permitted on the job site.
- (2) Scaffolding must be designed to comply with all local, State and Federal safety requirements.
- (3) Guard rails and toe rails must be used on all open sides and ends of scaffold platforms. Both top and mid-rails are required.

## **1.12 LEAD REMOVAL UNDER CONTAINMENT**

**A. Security.**

Security procedures will be observed as follows:

1. All lead-based paint hazard control activities and areas shall be properly secured. Security includes proper containment barriers, proper demarcation, and restricted access to disposal containers.
2. Secure against non-authorized entry during regular work hours and non-work hours. All doors and windows must be locked after work hours and doors secured with padlocks. CONTRACTOR is responsible for occupant's belongings that are left within the work area.

**B. Interior Lead-Based Paint Hazard Control.**

Interior lead-based paint hazard control activities will be performed according to all rules and regulations including, but not limited to the following:

1. Isolate the Work Area. Two layers of 6-mil poly or its equivalent shall be used on the entire floor. If the entire unit is being treated, cleaned, and cleared, individual room doorways need not be sealed. If only a few rooms are being treated, seal all doorways with two layers of 6-mil poly or its equivalent with airlock flap on all doorways. Doors

secured from inside the work area need not be sealed. Doors to occupied units located in hallways must be sealed with two layers of 6-mil poly or its equivalent during work, cleaning, and clearance.

2. Ventilation. Building ventilation system shall be turned off, all vents in room sealed with one layer of 6-mil poly or its equivalent. Negative pressure zones (with "negative air" machines) are not required, unless large supplies of fresh air must be admitted into the work area to control exposure to other hazardous substances (e.g. solvent vapors).
3. Window Preparation (from inside). Two layers of 6-mil poly or its equivalent shall be taped to the exterior wall. The tape or other anchoring system shall be secured so that there are no gaps between the 6-mil poly (or its equivalent) and the building.
4. Lead-Based Paint Hazard Control Method. Lead-based paint hazard control shall permanently eliminate, enclose, or encapsulate any lead-based paint and lead hazards in accordance with this specification and the DEP's Lead Management Regulations.
5. Window Cleaning (from inside). HEPA vacuum, wet clean, HEPA vacuum entire window area, including poly (floor included with overall cleaning). If the containment (poly) is breached, then cleaning shall be performed on both the interior and exterior immediately.
6. Debris Removal from Work Area. All debris shall be wrapped in a protective covering with all seams taped or placed in closed durable containers resistant to puncture. The debris shall then be removed from the proposed work area and stored in a secure location until removal.
7. Daily Clean-up. Daily cleanup shall occur at the end of each workday after all lead-based paint hazard control activities have ceased in units (common areas, exterior) where occupants return daily. Daily cleanup is not required in vacant units or if all lead-based paint hazard control activities are completed by the end of the first workday.
8. Interim Clean-up. Interim cleanup shall be performed whenever another contractor will perform a non-lead-based paint hazard control activity in a work area where lead-based paint hazard control activities have been conducted but before the final cleanup, visual evaluation, and final clearances have been conducted. Interim cleanup shall begin no sooner than one hour after active lead-based paint hazard control activities have ceased.
9. Final Cleanup. Final cleanup shall be performed in the work area and any surrounding areas where lead-contaminated dust or debris may be present. Final cleanup shall begin no sooner than one hour after active lead-based paint hazard control activities have ceased.

### **C. Exterior Lead-Based Paint Hazard Control.**

Exterior lead-based paint hazard control activities will be performed according to all rules and regulations including, but not limited to, the following:

1. Isolate work area. Isolate work area from common area using temporary fencing (utilizing barrier tape, poly sheeting, tarps, etc.). The temporary fencing and barrier tape shall be erected at a 20-foot perimeter around working surfaces (or less if distance to next building or sidewalk is less than 20 feet). If an entryway is within 10 feet of working surfaces, require use of alternative entryway. Once work commences, access to lead-based paint hazard control areas shall be strictly limited to the CONTRACTOR, PROGRAM ADMINISTRATOR, or MaineHousing, and authorized visitors.
2. Groundcover. One layer of 6-mil polyethylene (plastic) sheeting or its equivalent shall be laid on ground and over bushes and must extend to at least ten (10) feet from beyond the perimeter of the working surface. Do not anchor ladder feet on top of plastic (puncture plastic to anchor ladders securely to the ground). Cover or protect plastic with boards to prevent puncture from falling debris, nails, etc., if necessary. Raise edges of plastic to create a basin to prevent contaminated run-off in the event of unexpected precipitation. Secure plastic to side of building with tape or other anchoring system (no gaps between plastic and building). Weigh all plastic sheets down.
3. Seal openings. Doors and windows on the same side of the building which lead-based paint hazard control will occur shall be covered with poly sheeting and secured in an air-tight manner to the side of the building. Keep windows of an adjacent structure which are within 20 feet of working surfaces closed.

4. Window Preparation (from outside). Besides the ground cover outlined above, two layers of 6-mil poly or its equivalent shall be taped to the interior wall. All other preparation and security measures outlined in this section apply.
5. Warning Signs. Post warning signs on the building and at a 20-foot perimeter around the building (or less if distance to next building or sidewalk is less than 20 feet).
6. Playground Equipment, Toys, Sandbox. Remove all movable items to a 20-foot distance from working surfaces. Items that cannot be readily moved to a 20-foot distance shall be sealed with taped 6-mil poly or its equivalent.
7. Weather conditions. The CONTRACTOR shall not conduct exterior work if wind speeds are greater than 20 miles per hour. The wind speed determination shall be pre-determined between the OWNER, PROGRAM ADMINISTRATOR, and the CONTRACTOR prior to start of exterior lead-based paint hazard control (i.e. Channel 13, 8, 6 weather report). Work must stop and cleanup must occur before rain begins. Take all measures necessary to ensure that paint chips and debris are prevented from migrating beyond the protective ground cover.
8. Lead-Based Paint Hazard Control Method. Lead-based paint hazard control method shall permanently eliminate, enclose, or encapsulate any lead-based paint and lead hazards in accordance with this specification and the DEP's Lead Management Regulations.
9. Scaffolding properly covered with poly sheeting may be erected to contain dust if the side of the building under lead-based paint hazard control is within ten (10) feet of any neighboring building or abutting property line.
10. Cleaning. Upon completion of lead-based paint hazard control use a HEPA vacuum and TSP solution to clean all surfaces affected by the removal of lead based paint, including areas not covered with polyethylene sheeting. Any lead contaminated debris that is found shall be either HEPA vacuumed or wrapped, secured, and stored until removal. The protective sheeting shall be HEPA vacuumed at the end of each work day, rolled inward upon itself for reuse the following day, or secured, and stored until removal. The CONTRACTOR shall start from the bottom and carefully roll up polyethylene sheeting from the edge toward the center, ensure that lead contaminated debris does not fall on the ground and that dust is not generated.
11. Visual Examination and Clearance Testing. A visual examination of the work area for lead-contaminated debris as well as for work completion shall be performed before dust and soil samples (if required) are collected.

### **1.13 LEAD WASTE DISPOSAL PROCEDURES**

#### **A. State of Maine.**

The CONTRACTOR shall ensure that all lead-containing waste material shall be removed from the site not later than one (1) week after completion of cleanup and prior to final clearance. The lead-based paint hazard control CONTRACTOR and the contractor removing the lead-containing waste material shall comply with all solid and hazardous waste regulations of the Maine Department of Environmental Protection, the U.S. Department of Transportation, and HUD. All generators must retain documentation to substantiate each waste determination, waste transporter used, and final waste disposal location.

1. Waste Determination. The CONTRACTOR must comply with the requirements of the State of Maine Hazardous Waste Management Rules (06-096 CMR 850 et seq. effective March, 1994) in determining whether the different lead-contaminated waste streams generated by a lead-based paint hazard control activity are hazardous or non-hazardous (refer to DEP's Lead Management Regulations, Section 6E (4)). Note: Based on EPA studies, filtered personal wash water and mop water, disposable personal protective clothing that has been misted and cleaned before disposal, and carpeting are generally non-hazardous. Architectural components such as doors, trim, windows, railings, moldings, etc. will not pose a lead hazard if properly containerized, transported, and disposed of in a secure landfill or a State permitted construction/demolition debris landfill. Paint strippings, lead paint chips and dust, and HEPA vacuum debris and filters are likely to fail TCLP. This information may in part be used to substantiate each waste determination.



2. Handling, Storage, Transportation, and Disposal of Non-Hazardous Solid Wastes. Prior to removing non-hazardous solid wastes from the work area, the wastes must be wrapped in 6-mil polyethylene plastic or its equivalent and all seams must be taped shut. Wastes must be stored in a designated and secure area. If the storage area is outside, 6-mil poly or its equivalent must be placed underneath and on top of the wastes to prevent soil contamination. Wastes must be transported in covered vehicles by non-hazardous waste transporters licensed in accordance with the Non-Hazardous Waste Transporters License Rule (06-096 CMR 411, effective February 13, 1991). All lead-contaminated non-hazardous solid waste must be disposed of in a licensed solid waste landfill in accordance with the requirements of the State of Maine Solid Waste Management Rules (06-096 CMR 400 et seq., effective May 24, 1989).
3. Handling, Storage, Transportation, and Disposal of Hazardous Wastes. All hazardous wastes must be handled, stored, transported, and disposed of in accordance with the State of Maine Hazardous Waste Management Rules (06-096 CMR 850 et seq., effective March, 1994).

## **B HUD.**

All HUD defined Category I and Category II lead abatement wastes shall be considered as construction debris and shall be disposed in a Maine DEP licensed solid waste facility. Wastes generated and stored on the Project site from chemical stripping and or scraping of paint on large surface areas shall be tested by the CONSULTANT via TCLP analysis for waste characterization. Category I wastes include HEPA vacuumed disposable personal protective clothing, TSP washed and HEPA vacuumed plastic sheeting, carpeting, and other nonhazardous wastes. Category II wastes include doors and door trim, windows and window trim, baseboards, soffits, fascia, columns, railings, moldings, radiators, walls, stone, and brick. Refer to HUD Guidelines dated June, 1995 pages 10-9 to 10-13 for more detailed descriptions. Category I and II wastes shall not be analyzed via TCLP analysis by the CONSULTANT.

The following materials must be treated as hazardous waste:

1. HUD defined Category III and Category IV waste that, through TCLP testing, is classified as hazardous waste according to 40 CFR Part 261, Appendix II to Part 261
2. Method 1311 Toxicity Characteristic Leaching Procedure (TCLP).
3. Category III wastes include sludge from paint stripping, lead-based paint chips and dust that have been removed from a HEPA vacuum, HEPA vacuum debris and filters that have been removed from the vacuum, unfiltered wash water and any waste included on the EPA's list of hazardous wastes.
4. Category IV wastes are defined as material that cannot be determined; using knowledge of the waste, to be either hazardous or nonhazardous must be tested using TCLP.

## **C. Identification and Handling of Waste.**

1. The proper and legal packaging, labeling, handling, transport, and permanent (secure) disposal of lead waste is of critical importance.
2. The process must be thoroughly and carefully planned, performed, inspected, and fully documented in every instance where hazardous waste is present.
3. To reduce disposal costs, CONTRACTOR should carefully separate potentially hazardous and non-hazardous waste.
4. All dust and chips that have been removed from a HEPA vacuum and caustic paste residue have a high probability of qualifying as hazardous waste. If a HEPA vacuum is cleaned of its contents on the Project site and/or caustic paste residue is generated on the Project site, these wastes shall be put directly into a separate drum labeled as hazardous waste.
5. The PROGRAM ADMINISTRATOR will arrange for TCLP composite sample testing to be completed by the State of Maine Health and Environmental Testing Laboratory (the "Laboratory").
6. PROGRAM ADMINISTRATOR must notify the OWNER when TCLP samples are complete and must be informed of the name of the lab processing tests.

7. Results generated by the Laboratory must be forwarded in writing to OWNER/PROGRAM ADMINISTRATOR as soon as they are received.

**D. Coordination of Waste Disposal.**

Time Allotment. The CONTRACTOR shall ensure that all lead-containing waste material shall be removed from the site not later than one (1) week after completion of cleanup and prior to final clearance.

1. The CONTRACTOR will be responsible for handling, packaging and preparing the waste that is generated by the lead-based paint hazard control operation.
2. The CONTRACTOR shall pay for all waste disposal and coordinate transportation arrangements with the disposal company. Hazardous waste expenses that are incurred by the CONTRACTOR for lead-based paint hazard control work performed at the Project site shall be billed at cost. In order to receive payment for hazardous waste expenses, CONTRACTOR shall submit the invoice from the hazardous waste transportation and disposal company that states the company's name, address, phone number, and cost of transportation and disposal. Failure to provide such an invoice may result in nonpayment.
3. It is the CONTRACTOR's responsibility to understand *all* current waste handling, packaging, transportation, and disposal regulations for the work site and for the waste disposal facilities and assure full compliance with all U.S. DOT, EPA and Maine DEP regulations and requirements, including the Resource Conservation and Recovery Act (RCRA).

**E. Disposal Manifests.**

- (i) The Waste Disposal Contractor must document actual disposal of the waste at the designated landfill by completing a written Disposal Certificate (U.S. EPA Waste Shipment Record if hazardous), signed by the approved landfill operator, and forwarding the original to the CONTRACTOR, who must supply it to the OWNER/PROGRAM ADMINISTRATOR.
- (ii) Copies of all hazardous waste manifest, trip tickets and receipts must be forwarded to OWNER/PROGRAM ADMINISTRATOR.
- (iii) Approval of the CONTRACTOR's payment requests may be denied until OWNER or OWNER's Representative is in receipt of Waste Disposal Certificates.

**F. Labeling.**

Waste labeling shall conform to OSHA, EPA, and DOT.

**G. Disposal of Non-Hazardous Contaminated Solid Waste.**

The CONTRACTOR shall comply with State of Maine Solid Waste Management Rules (Refer to Section 1.13 A (ii) of this specification).

**1.14 CLEAN-UP PROCEDURES FOR LEAD LEAD-BASED PAINT HAZARD CONTROL PROJECTS**

**A. Daily Clean-Up.**

Applicability. Daily cleanup shall be performed at the end of each workday after all lead-based paint hazard control activities have ceased where exterior lead-based paint hazard control activities have occurred. Daily cleanup is not required in vacant units or if all lead-based paint hazard control activities are completed by the end of the first workday (see final cleanup). All surfaces in all containment areas shall be included in daily cleanup. The following shall be completed:

1. Debris shall be wrapped in a protective covering with all seams taped or placed in closed durable containers resistant to puncture.
2. Workers shall use cleaning practices that minimize the generation of airborne dust, such as misting dust and debris with water prior to cleaning. A process of cleaning that involves HEPA vacuuming, wet cleaning with a lead-specific detergent or equivalent, and then HEPA vacuuming again shall be used to remove lead-contaminated dust.
3. The containment area's protective coverings shall be examined and any defects immediately repaired.

4. The protective sheeting used for exterior lead-based paint hazard control activities shall be examined daily for lead-contaminated debris which, if present, shall be either HEPA vacuumed or wrapped, secured, and stored until removal. The protective sheeting shall be HEPA vacuumed at the end of each work day, rolled inward upon itself for reuse the following day, or secured, and stored until removal.

**B. Interim Cleaning, Visual Evaluation, and Interim Clearance.**

Applicability. Interim cleanup, visual evaluation, and interim clearances shall be performed whenever another contractor will perform a non-lead-based paint hazard control activity in work area(s) where lead-based paint hazard control activities have been conducted but before final cleanup, visual evaluation, and final clearances have been conducted. Interim cleanup, visual evaluation, and interim clearance sampling may be limited to the work areas, required egresses to that work area, and the decontamination facility where that non-lead-based paint hazard control activity will occur. All other rooms/areas shall be isolated from those work areas by a physical barrier or a layer of 6-mil poly. Lead-Based Paint Hazard Control Project Warning Signs shall be placed on all entries to any areas that have not met interim clearance requirements.

Interim cleanup shall begin no sooner than one hour after active lead-based paint hazard control activities have ceased.

1. Debris shall be wrapped in a protective covering with all seams taped or placed in closed durable containers resistant to puncture. The debris shall then be removed from the proposed work area and stored in a secure location until removal.
2. Cleaning shall start at the room/area furthest from the decontamination facility and proceed to and include the decontamination facility itself. Cleaning in each room/area shall include a complete HEPA vacuuming, wet cleaning, and HEPA vacuuming of all walls, ceilings, building components, protective coverings within the barrier system, the barrier system of the work area proposed for non lead-based paint hazard control activities, and the decontamination facility. Cleaning shall start at the ceiling (and associated fixtures), proceed down the walls, and to the floor.
3. Repeat cleaning steps above until there is no visible debris adhering to substrates or residue on polyethylene sheeting or other surfaces.
4. After cleaning is complete, either remove the barrier system from the proposed work area(s) or limit its removal to those specific components in order to perform the non-lead work activities as applicable. The decontamination facility may be either left in place or removed from the work area for the duration of the non- lead-based paint hazard control activity. An on-site decontamination facility must be in place and used by the lead-based paint hazard control contractor during final cleanup activities (Note: the decontamination facility must remain in place until the results of interim clearance sampling have been received).
5. Program Administrator Notification. The CONTRACTOR shall give the PROGRAM ADMINISTRATOR a minimum forty eight (48) hour notice to perform visual inspection and dust wipe clearance testing. If CONTRACTOR does not provide a 48 hour notice to PROGRAM ADMINISTRATOR, the PROGRAM ADMINISTRATOR will not be obligated to collect dust wipes at the time established by the CONTRACTOR. Failure of the CONTRACTOR to give the required 48 hour notice shall not be an acceptable excuse to avoid liquidated damages as specified herein.
6. Interim Visual Evaluations. The work area(s) shall be inspected for visual evidence of dust, debris from any sources, residue, and/or any other matter. If dust, debris from any sources, residue, and/or any other matter is found, then the work area(s) shall be determined to fail the visual and the CONTRACTOR is responsible for re-cleaning these area(s). CONTRACTOR must provide ladders, scaffolding, and lifts as required to provide access to all surfaces in the area(s) being subjected to a visual inspection.
7. Interim Clearances. A minimum of two (2) dust wipe samples from every treated room shall be taken by the PROGRAM ADMINISTRATOR and submitted to the Laboratory for analysis. A field blank sample shall also be submitted with each set of samples as required by regulations for inspectors. Sample locations will be at the discretion of the PROGRAM ADMINISTRATOR but should not be directed in those areas where non-lead-

based paint hazard control activity will occur. Clearance levels must be below the concentrations as outlined in Section 1.15.

8. Completion of Non Lead-Based Paint Hazard Control Activities. After the completion of non-lead activities, the entire work area shall be subject to the final cleanup, visual evaluation, and clearance sampling requirements. The decontamination facility must be re-established prior to the start of final cleanup.

### **C. Final Clean-Up, Visual Examination, and Final Clearance.**

Applicability. The work area and any surrounding areas where lead contaminated dust or debris may be present, including window troughs, shall be cleaned prior to performing a visual examination and clearance sampling. All final cleaning shall be performed by the lead-based paint hazard control CONTRACTOR.

An on-site decontamination facility must be in place and used by the CONTRACTOR during final clean-up activities. The decontamination facility shall remain in place until the work area meets the final clearance standards set forth in Section 1.15 herein.

Final cleanup shall begin no sooner than one hour after active lead-based paint hazard control activities have ceased.

The required practices for final cleanup are as follows:

1. Debris shall be wrapped in a protective covering with all seams taped or placed in closed durable containers resistant to puncture. The debris shall then be removed from the work area and stored in a secured location until removal.
2. Dust and debris shall be removed in a manner which effectively avoids contamination of the property.
3. Cleaning shall start at the room/area furthest from the decontamination facility and proceed to and include the decontamination facility itself. Cleaning in each room/area shall include HEPA vacuuming, wet-cleaning (as previously described), and HEPA vacuuming of all walls, ceilings, building components, protective coverings within the barrier system, the barrier system, and the decontamination facility. Cleaning shall start at the ceiling (and associated fixtures), proceed down the walls, and to the floor.
4. Protective coverings used to contain or collect dust and debris within the work area shall be removed in a manner that prevents the dispersion of lead-contaminated dust and debris.
5. Exterior areas affected by lead-based paint hazard control activities shall be visually examined for lead contaminated debris. All such debris shall be wrapped, secured, and stored until removal (Note: dust wipe samples for clearance will also be taken on the exterior).
6. Program Administrator Notification. The CONTRACTOR shall give the PROGRAM ADMINISTRATOR a minimum forty eight (48) hour notice to perform visual inspection and dust wipe clearance testing. If Contractor fails to provide a 48 hour notice to PROGRAM ADMINISTRATOR, the PROGRAM ADMINISTRATOR will not be obligated to collect dust wipes at the time established by the CONTRACTOR. Failure of the CONTRACTOR to give the required 48 hour notice shall not be an acceptable excuse to avoid liquidated damages as specified herein.
7. Visual Evaluation. The work area(s) shall be inspected for visual evidence of dust, debris from any sources, residue, and/or any other matter. If dust, debris from any sources, residue, and/or any other matter (including storage of waste) is found, then the work area(s) shall be determined to fail the visual and the CONTRACTOR is responsible for re-cleaning these area(s). CONTRACTOR must provide ladders, scaffolding, and lifts as required to provide access to all surfaces in the area(s) being subjected to a visual inspection.
8. Final Clearances. A minimum of two (2) dust wipe samples from every treated or untreated room on the interior of the building, including common areas, shall be taken by the PROGRAM ADMINISTRATOR and submitted to the Laboratory for analysis. A minimum of two (2) dust wipe samples on the exterior of the building shall be taken if exterior lead-based paint hazard control and/or soil lead-based paint hazard control was

performed. A field blank sample shall also be submitted with each set of samples as required by DEP. Sample locations will alternate between floor and sill and floor and window trough as indicated in Table 4 - Minimum Number and Location of Clearance Dust Samples for All Abatement and Interim Control Work, page 33 of the DEP's Lead Management Regulations. Clearance levels must be *below* the concentrations as outlined in Section 1.15 (Note: the decontamination facility shall remain in place until all clearance samples are below the required concentrations).

9. Clearance soil sampling shall also be performed if soil lead-based paint hazard control activities involving mixing or replacing soil (in accordance with DEP regulations) have been performed. Results of sampling must be below concentrations outlined in Section 1.15.
10. Once all clearance samples have passed, the decontamination facility as well as the remaining barrier systems which separated the work area from non-work areas shall be removed, and all warning signs shall be removed.

**D. Re-Occupancy Letter.**

After the visual inspection and dust wipe sampling analytical results have indicated that the area is safe for families to return, the PROGRAM ADMINISTRATOR will issue a Re-Occupancy Letter. This will allow the occupants to return to their units.

**E. Letter of Lead-Based Paint Hazard Control Compliance.**

Upon completion of all interior and exterior lead-based paint hazard control activities the PROGRAM ADMINISTRATOR will issue a Letter of Lead-Based Paint Hazard Control Compliance that states that the exterior of the building as well as common areas leading to the apartment have been rendered safe for re-occupancy. No payment will be made until the PROGRAM ADMINISTRATOR has declared a unit to be "safe for re-occupancy".

**1.15 CLEARANCE SAMPLING AND STANDARDS**

**A. Dust Wipe Clearance Standards.**

Dust samples from residential dwellings shall be collected by the PROGRAM ADMINISTRATOR in accordance with DEP's Lead Management Regulations and HUD Guidelines.

1. Dust sampling shall begin no sooner than one hour after the completion of final cleanup and only after the work area passes the visual evaluation.
2. Dust sampling requirements. The PROGRAM ADMINISTRATOR shall take at least the minimum number of clearance dust samples at locations in accordance with DEP's Table 4: Minimum Number and Location of Clearance Dust Samples for All Abatement and Interim Control Work. The PROGRAM ADMINISTRATOR may elect to collect and analyze more than the minimum number of samples in order to ascertain that all clearance standards are met.
3. Dust sampling is also required on the exterior if lead lead-based paint hazard control activities have been performed on the components and/or the soil. The location and number of samples to be taken is included in the DEP's Table 4 referenced above.
4. The lead concentrations in dust samples must fall below the following levels (expressed in micrograms of lead per square foot) to achieve clearance:

Hard Floors/Carpeted Floors	10 ug/ft <sup>2</sup>
Window Sills	100 ug/ft <sup>2</sup>
Window Wells (troughs)	100 ug/ft <sup>2</sup>

5. IT IS THE LEAD LEAD-BASED PAINT HAZARD CONTROL CONTRACTORS' RESPONSIBILITY TO ACHIEVE THE DUST WIPE CLEARANCE CRITERIA INDICATED ABOVE. IF LEAD LEVELS ARE FOUND TO EXCEED THESE CRITERIA, AT ONE OR MORE SAMPLING LOCATIONS, THE LEAD LEAD-BASED PAINT HAZARD CONTROL CONTRACTOR WILL BE REQUIRED TO RE-CLEAN THE AREAS AND THE PROGRAM ADMINISTRATOR WILL BE REQUIRED TO RE-TEST THESE AREAS UNTIL THEY PASS THE CLEARANCE CRITERIA. ALL DIRECT AND INDIRECT COSTS TO THE OWNER WILL BE PAID BY THE LEAD LEAD-BASED PAINT HAZARD CONTROL CONTRACTOR INCLUDING REINSPECTION AND LABORATORY FEES. THESE COSTS AND FEES MAY BE DEDUCTED FROM THE CONTRACT PRICE.

**B. Soil Clearances and Standards.**

Clearance soil samples shall be taken by the CONSULTANT if soil lead-based paint hazard control activities involving mixing or replacing soil have been performed (if covering has been performed, no clearance soil samples are necessary). Soil samples shall be collected in accordance with the DEP's Lead Management Regulations and HUD Guidelines.

1. Soil testing shall not begin until property passes the visual examination.
2. All soil samples shall be composite samples of bare soil only.
3. Soil sampling requirements. One composite sample shall be collected around the perimeter of the building (which are not play areas). If only selected faces of the building were treated, the subsamples must come from those faces. A second composite sample shall be collected from bare soil only in play areas, if any.
4. Clearance standards. The test results for bare soil samples must fall below the following levels (expressed in parts per million) to achieve clearance:

Bare Soil - Play Area	375 PPM
Bare Soil - Building Perimeter	1,000 PPM
Bare Soil - Other than Play Area	1,000 PPM
5. If the levels of the clearance samples exceed those listed in (iv) above, the CONTRACTOR will be responsible for additional lead-based paint hazard control of the soil. The CONSULTANT shall perform visual examinations and clearance testing until the levels fall below the standards. The CONTRACTOR will be responsible for all costs associated with additional lead-based paint hazard control of the soil caused by its failure to achieve clearance. These costs will include the CONSULTANT time and travel expenses for the visual examination and clearance testing, and all samples submitted to the Laboratory for analysis.

**1.16 REPORTING REQUIREMENTS**

**A. Lead-Based Paint Hazard Control Report.**

The CONTRACTOR is responsible for providing a lead-based paint hazard control report for the unit/areas worked on at a specific location within 30 days of project completion. Upon request, the CONTRACTOR shall submit all the required information to the OWNER, the PROGRAM ADMINISTRATOR the CONSULTANT, and/or the Maine DEP. All documentation from the project shall be maintained by the CONTRACTOR for a minimum period of ten years (refer to DEP's Lead Management Regulations, 6G & 6H).

**B. Letter of Lead-Based Paint Hazard Control Compliance**

Upon completion of all interior and exterior lead-based paint hazard control activities, the PROGRAM ADMINISTRATOR will issue a Letter of Lead-Based Paint Hazard Control Compliance that states that the exterior of the building, common areas leading to the apartment(s), and the unit(s) have been worked on according to HUD Guidelines and the Maine DEP Lead Management Regulations.

## GENERAL CONDITIONS FOR LEAD PROGRAM CONSTRUCTION CONTRACT

The Maine State Housing Authority Lead- Program Construction Contract (the "Contract") is subject to the following special conditions.

### 1. NONDISCRIMINATION.

During the term of this Contract, including any extension term, Contractor shall not discriminate in any manner against any person because of race, color, religious creed, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status. Such prohibition against discrimination shall include, without limitation, all actions relating to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation and selection for training.

### 2. LEAD BASED PAINT HAZARDS.

The carrying out of the lead hazard reduction work described herein is subject to:

- (1) HUD lead-based paint regulations, 24 CFR Part 35;
- (2) Residential Lead Based Reduction Act of 1992 (Pub.L. 102-550, Title X, Oct. 28, 1992);
- (3) Maine Department of Environmental Protection Lead Management Regulations (Chapter 424); and
- (4) *HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* (June 1995; 1997 Revision).

### 3. COMPLIANCE WITH AIR AND WATER ACTS.

The Contract is subject to the requirements of the Clean Air Act, as amended, 42 USC 1857, et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251, et seq. and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.

In compliance with said regulations, CONTRACTOR shall cause or require to be inserted in full in all contracts and subcontracts with respect to any nonexempt transaction thereunder funded with assistance provided under the Agreement, the following requirements:

- (1) A stipulation by the CONTRACTOR or subcontractor that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the list of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- (2) Agreement by the CONTRACTOR to comply with all the requirements of section 114 of the Clean Air Act, as amended, (42 USC 1857c-8) and section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said section 114 and section 308, and all regulations and guidelines issued thereunder.
- (3) A stipulation that as a condition for the award of the contract prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA list of Violating Facilities.
- (4) Agreement by the CONTRACTOR that he will include, or cause to be included, the criteria and requirements in paragraph (i) through (iv) of this section in every nonexempt subcontractor and requiring that the CONTRACTOR will take such action as the Government may direct as a means of enforcing such provisions.
- (5) CONTRACTOR further agrees that it will be bound by the above environmental clauses.
- (6) In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under section 113(c)(1) of the Clean Air Act or section 309(c) of the Federal Water Pollution Control Act.

### 4. NONDISCRIMINATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.

This Contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and HUD regulations with respect thereto including the regulations under 24 CFR Part I. In the sale, lease or other transfer of land acquired, cleared or land improved with assistance provided under the Agreement, the OWNER shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination upon the basis of race, color, religion, sex, handicap, familial status, or natural origin, in the sale, lease or rental, or in the use or occupancy of such land or any improvements erected or to be erected thereon, and providing that the GRANTEE and the United States are beneficiaries of and entitled to enforce such covenant.

**5. CHANGE ORDERS.**

The CAA will not pay for any work beyond that called for in the original Construction Contract unless a written change order has been approved and signed by the CAA, the Contractor, and the Owner. The CAA may require additional funds to be deposited into the Escrow Funds to pay for increased costs so that at all times there remain sufficient Escrow Funds to pay for the Work.

**6. DISPUTE RESOLUTION.**

The Contractor and the Owner will notify the CAA of any disputes between them. The CAA shall, within fifteen working days from receipt of a complaint, organize an informal meeting with the Owner and the Contractor. MaineHousing may inspect any of the Work at any time and may participate in any informal meeting. If the informal conference produces a resolution to the dispute, the CAA shall prepare and the Contractor and Owner shall sign a document that plainly states the agreed upon resolution. If the meeting does not result in a resolution, the CAA shall document the results of the meeting and how the parties disagree. If the CAA, the Contractor, and the Owner cannot come to a resolution of the matter, then the issue shall be resolved through binding arbitration as regulated by the Maine Uniform Arbitration Act. The parties shall participate in a binding arbitration as soon as possible after the informal conference. The Owner and Contractor shall submit all disputes or claims regardless of the extent of the Work's progress to the arbitrator. The award rendered by the arbitrator shall be final and judgment may be entered upon it in any court having jurisdiction thereof. MaineHousing may, at its sole discretion, pay for the costs of an arbitrator. The parties will each pay their own attorneys' fees and other costs.

**7. MECHANICS LIENS.**

The CAA assumes no liability for mechanics liens filed in connection with any of the Work.

**8. MISCELLANEOUS.**

If any part of this Agreement is held to be unenforceable or void, such fact shall not affect the validity or enforceability of the remaining parts of this Agreement. The provisions of this Agreement shall be binding upon and inure to the benefit of the heirs, successors, and assigns of the parties. This Agreement shall be construed in accordance with and governed by the laws of the State of Maine.

**This Agreement is duly executed by the parties on the above written Agreement Date.**

**OWNER**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Date

**CONTRACTOR**

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Representative Name

**CAA**

\_\_\_\_\_  
Signature of CAA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAA Representative Name





MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

**DOCUMENT CHECKLIST–SINGLE FAMILY GRANT SUBMISSION**

Applicant (Owner):	CAA:
Property Address:	Date Submitted:

PHASE 1	CAA Document Source
<b>FILE SECTION 1 (Owner)</b>	
Homeowner Application including Blood Testing Release From (children only)	State Form SF
Applicant Acknowledgement of Limited Funds	State Form LD-A
Release and Hold Harmless	State Form LD-K
Notice of Grant Approval	State Form LD-I
Proof of Insurance (homeowners insurance information)	Grantee
Proof of Ownership (Property Deed and/or current tax bill)	Grantee
Relocation Assistance Acknowledgement	State Form LD-C
Relocation Change Order (if applicable)	State Form O
Merchant's Report	CAA
<b>FILE SECTION 2 (Invoices, Checklists &amp; Waivers)</b>	
Phase 1 Billing Invoice	State Form I-A
Owner match (copy of check)	Grantee
Phase 1 Single-Family Document Checklist	State Form W-1
Waivers (if applicable)	State Form K
<b>FILE SECTION 3 (Contractor)</b>	
Construction Contract	State Form C-A
Construction Escrow Agreement	State Form C-B
<b>FILE SECTION 4 (Reports, Designs &amp; Plans)</b>	
Lead Paint Inspection and Risk Assessment Report	CAA
Lead Design Plan	Exhibit C
Asbestos inspection documentation (if applicable)	CAA
Bid Package (including Bid Tabulation Sheet and Refusal to Bid, if any)	CAA
<b>FILE SECTION 5 (Fed &amp; State Compliance)</b>	
State SHPO Form 10-2018	CAA
<b>FILE SECTION 6 (Photos, Correspondence)</b>	
Colored Photo(s) of (pre-project)	CAA
Correspondence	CAA/MaineHousing

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/ Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Applicant(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

\_\_\_\_\_  
CAA Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAA Representative Name