



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.

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? Yes No

If yes, have any of the children who received services been determined to have lead poisoning? Yes No

Property Information:

Address of Property to be abated _____
 Street City

County State ZIP Code

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
A. Wages (gross monthly) from Employment	_____	_____	_____
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	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income (Total A, B & C)	_____	_____	_____
E. Total (Line D Multiplied by 12)	_____	_____	_____
F. Gross Household Income (Total E(a)+E(b)+E(c):	_____		

** 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.

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APPLICANT (OWNER):

CAA (ADMINISTRATOR):

Signature of Applicant

Signature of CAA Representative

Signature of Co-Applicant

CAA Representative Name

Date

Date