

## DOCUMENTS THAT THE LANDLORD MUST PROVIDE

(for the property being enrolled)

- 1) COPY OF YOUR PROPERTY DEED
- 2) COPY OF YOUR MOST RECENT PROPERTY TAX BILL
- 3) COPY OF CURRENT HOME OWNERS/PROPERTY INSURANCE POLICY WITH CURRENT TERM DATES (Electronic communication is recommended. Your Insurance Agent can forward a copy of your policy to Dawn L Moody @ [DMoody@Penquis.org](mailto:DMoody@Penquis.org))
- 4) MAINE STATE LEAD PAINT HAZARD ABATEMENT PROGRAM / LEAD HAZARD REDUCTION GRANT PROGRAM OWNER APPLICATION
- 5) TENANT APPLICATIONS, (*Completed & signed by the tenants*)
- 6) RELOCATION ASSISTANCE ACKNOWLEDGEMENT FORM
- 7) Tenants will need to provide:
  - 3 months of income verification** (pay stubs for wages, Social Security benefit letter, Veterans benefit determination letter, Unemployment monetary determination letter, EBT benefit letter). If Tenant has Zero Income, a Zero Income Worksheet can be requested
  - 3 months of bank statements** (the account number can be blacked out expect for last 5 digits of account – visible numbers need to match pay stub

Any questions, please contact me at 207-814-0167 or [DMoody@Penquis.org](mailto:DMoody@Penquis.org)

Please mail all information to:

**PENQUIS CAP INC.**

**ATTN: Dawn L Moody**

**262 HARLOW ST.**

**BANGOR ME 04401**

**LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)**

**OWNER APPLICATION**

Date \_\_\_\_\_

**Community Action Agency (CAA):**

**Name** Penquis CAP Inc  
**Address** 262 Harlow St  
**City/State/Zip** Bangor ME 04401

**Questions should be directed to:**

**CAA Contact Name** Dawn L Moody  
**CAA Contact Title** Housing Coordinator  
**CAA Contact Phone** (207) 814-0167  
**CAA Contact Email** DMoody@Penquis.org

**INSTRUCTIONS:** Return completed and signed Application to the above-named CAA.

**I. APPLICANT (OWNER) INFORMATION**

**1. List all owners of the property as reflected on the property deed.**

**Owner Name** (as reflected on property deed)

**Co-Owner Name** (as reflected on property deed)

\_\_\_\_\_ Entity or Owner (First MI Last)  
 Mailing Address \_\_\_\_\_  
 City State Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_

\_\_\_\_\_ Entity or Owner (First MI Last)  
 Mailing Address \_\_\_\_\_  
 City State Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_

If Owner is an entity, list member name(s) and % of ownership	
_____	%
_____	%
_____	%

If Co-Owner is an entity, list member name(s) and % of ownership	
_____	%
_____	%
_____	%

**2. This section 2 must be completed if Owner's unit is to be enrolled. If Owner's unit is not to be enrolled than skip this Section I(2) and complete Section II, Property Information.**

**a.** Total number in house (including you) \_\_\_\_\_ **b.** Do children under six years of age reside in the home?  Yes  No

**c. List all people in the household, their age and full-time student status.**

Name(s) of dependent children	Birthdate	Ages	Blood Lead Levels VEVL's ug/dl	Covered by MaineCare?
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**d.** Does the home serve as a child care location? Meaning, does a child other than the Applicant's 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

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

**II. PROPERTY INFORMATION**

**1. Address of Property to be abated:**

Street Address \_\_\_\_\_  
 City State Zip \_\_\_\_\_  
 County \_\_\_\_\_

**2. Dwelling:**

Single-Family  
 Multi-Family # of Units: \_\_\_\_\_  
 Outbuildings:  Yes  No

**3. Year Built:** \_\_\_\_\_  Unknown

### III. INCOME

**Owner must provide the Income information if Owner's unit is to be enrolled into the Lead Program.**

**Owner of Multi-Family units enrolled in the Lead Program do not need to complete income information if the Owner's unit is not enrolled in the Lead Program.** However, if the Owner needs assistance above the Lead Program Grant limits and Owner claims he/she cannot afford to pay the difference between the Lead Program Grant amount and total project cost, then Owner will be required to provide supporting documentation to demonstrate financial hardship.

**1. Owner Employment:**

Self-Employed:  Yes  No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name \_\_\_\_\_ Employer Phone \_\_\_\_\_  
 Employer Address \_\_\_\_\_ Position \_\_\_\_\_  
 \_\_\_\_\_ No. of Years \_\_\_\_\_

**2. Co-Owner Employment:**

Self-Employed:  Yes  No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name \_\_\_\_\_ Employer Phone \_\_\_\_\_  
 Employer Address \_\_\_\_\_ Position \_\_\_\_\_  
 \_\_\_\_\_ No. of Years \_\_\_\_\_

**3. Other Occupant Employment:**

Self-Employed:  Yes  No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name \_\_\_\_\_ Employer Phone \_\_\_\_\_  
 Employer Address \_\_\_\_\_ Position \_\_\_\_\_  
 \_\_\_\_\_ No. of Years \_\_\_\_\_

**4. Gross Income (Owner must provide verification of all income):**

GROSS AMOUNT	(a) Owner	(b) Co-Owner	(c) Other Occupant
<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	_____	_____	_____
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.</b> Other**	_____	_____	_____
<b>d.</b> Gross Monthly Income (Total A, B & C)	_____	_____	_____
<b>e.</b> Total (Line D Multiplied by 12)	_____	_____	_____
<b>f.</b> Gross Household Income (Total E(a)+E(b)+E(c):	_____		

\*If self-employer, please provide most recent 2 years of completed tax returns including Schedule C.  
 \*\* Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments.

## IV. ACKNOWLEDGEMENT, CERTIFICATION AND AUTHORIZATION

### 1. Acknowledgement:

- (1) I/We specifically acknowledge and agree that MaineHousing has the right to verify any information contained in this Application.
- (2) I/We understand that it may be a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.
- (3) I/We consent to and authorize the CAA and MaineHousing, after giving reasonable notice, to enter the property to determine the scope of work that needs to be done to the property, as well as inspect the work performed at the property. I/we understand that the selection of a contractor and the acceptance of the materials used and the work performed is my/our responsibility, and neither the CAA nor MaineHousing guarantees the quality of workmanship performed at the property.
- (4) I/We also understand that the funds provided by the Lead 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 that may be necessary to address all such hazards.
- (5) I/we understand that MaineHousing reserves the right to deny any project if completion of project cannot be met under Lead Program funding guidelines. MaineHousing will review each project on a case by case basis.
- (6) I/We understand that this Application shall remain with the CAA to which it is submitted and/or MaineHousing.
- (7) I/We understand that consumer reports (Merchant's Report) may be obtained in connection with this Application by the CAA.
- (8) 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*.

**2. Certification:** I/We certify that the statements contained in this Application are true, accurate, and complete to the best of my/our knowledge and belief. I/We certify that I/we have read, understand, and agree to the responsibilities and information contained in the *Applicant Information* (Appendix A-2) to this Application.

**3. Statement of Release:** I authorize the CAA, on behalf of the Lead Program, to contact any employer, town official, financial institution, or other agency deemed necessary to obtain information or verification required to complete my request for housing repairs/replacement. This Statement of Release shall be valid from the date of my/our signature(s) below.

### Signed by all owners of the property

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## V. Applicant Demographic Profile

The following information is required by the Federal Government for certain types of loans related to a dwelling or order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish the information, under federal regulations the lender is required to note race or national origin and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

### I do not wish to furnish this information

Yes     No

### Head of Household (check all that apply)

#### Sex of Head of Household

Male

Female

#### # of Household Members

Single

#### Race:

Married

White

Elderly

Black/African American

Single Parent with Children

American Indian/Alaska Native

Two Parents with Children

Asian

Other (specify) \_\_\_\_\_

Native Hawaiian/Other

#### Ethnicity:

Pacific Islander

Hispanic or Latino

American Indian/Alaskan Native & White

Not Hispanic or Latino:

Asian & White

Physically Disabled Head of Household

Yes

No

Black/African American & White

Displaced Homemaker\*

Yes

No

Other Multi-Racial

\*A displaced homemaker means an adult individual who: has not worked full-time, full-years in the labor force for a number of years but has, during such years, worked primarily without pay to care for the home and family and is employed or under employed and is experiencing difficulty in obtaining or upgrading employment.

### Office Use Only

The Gross Income as calculated pursuant to this Application has been verified by the CAA to be: \_\_\_\_\_ \$

Maximum Eligible Income for this applicant is: \_\_\_\_\_ \$

Percentage of AMI: \_\_\_\_\_

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

\_\_\_\_\_  
Date

**Dawn L Moody**

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

**APPENDIX A**  
(Retained by the Applicant)

**MAINE STATE HOUSING AUTHORITY**  
**NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION**

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 Weber, 207-626-4619 or 1-800-626-4600 ext. 1619.

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

**MULTI-FAMILY APPLICANT INFORMATION**

**INSTRUCTIONS:** This *Applicant Information Form* describes the Lead Hazard Reduction Grant Program (Federal Lead) and Maine Lead-Paint Hazard Abatement Program (State Lead), collectively referred to as the "Lead Program," requirements and provides a list of things that property owners need to know, and need to do before making a commitment to receive funds from the Lead Program. The Community Action Agency will access the needs of the Applicant and make Lead Program funding recommendation based on Lead Program eligibility requirements. Applicants should retain this *Applicant Information* with their records.

**1. HOW THE PROGRAM WORKS**

MaineHousing's Lead Program is administered by Community Action Agencies (CAA). The CAA will take an *Owner Application*, perform all necessary eligibility verifications, and inspect the work as it is being performed. After the Owner has signed all necessary documents and if all guidelines are met, MaineHousing will fund the project with Federal Lead Program and/or State Lead Program funds being held on the Owner's behalf. MaineHousing uses funds from the U.S. Department of Housing & Urban Development, Real Estate Transfer Tax and other state and federal funds to provide funding for the Lead Program.

**2. FEDERAL LEAD PROGRAM GENERAL INFORMATION**

- a. Federal Lead Grants are available to eligible property owners of rental properties (Owner). The maximum number of rental units a for-profit or non-profit Owner can enroll is ten. The maximum Federal Lead Grant amount an owner can receive is \$10,000 per unit or \$100,000. Owners who have enrolled 10-unit limits under a separate grant are eligible to enroll an additional 10 units, which can consist of different properties. Owners will be required to lease the enrolled units to low-income families for a period of three years and must sign a *Declaration of Covenants and Restrictions* promising such.
- b. If costs exceed \$10,000 per unit, Owners must pay the difference. If Owners cannot or refuse to pay the difference, MaineHousing reserves the right to deny the project. The cost of Lead Program inspections and abatement design will be funded by MaineHousing for eligible rental units and is not included in the Federal Lead Grant amount. MaineHousing may also help with the costs of tenant relocation during the lead hazard control work.
- c. Owners must also provide proof of building ownership and property insurance (e.g., current property tax bill). Owners also must agree to pay all taxes due on the Property and keep the Property free from all future claims against it.
- d. Owners must agree to keep the Property in good condition and make all repairs needed to comply with local code requirements
- e. If the Owner transfers title, refinances, foreclosed on, sells the property or breaks the affordability requirements prior to the maturation of the three-year Grant term, MaineHousing may recoup the Grant funds.
- f. The Owner is be required to sign several documents, including an *Application*, a *Declaration of Covenants*, grant documents, a *Construction Contract* and other documents necessary for completion of lead hazard control work.
- g. The Owner must agree to lease at least 50% of the Lead Program units to tenants with a household income at or below 50% of the area median income as established by United States Department of Housing and Urban Development ("HUD") guidelines and which guidelines I acknowledge are maintained by the MaineHousing, and agree to lease the remaining rental units to tenants with household incomes at or below 80% of the area median income as established by HUD. If for any reason the 50/50 area median income requirement explained above cannot be met, Owners must obtain a "waiver" from MaineHousing.
- h. The Owner must agree to screen prospective tenants to determine income eligibility so that income requirements are satisfied, and agree to verify tenant income eligibility with MaineHousing to confirm that the income requirements are being satisfied as often as may be required by MaineHousing.
- i. The Owner must agree to advertise vacant/vacated LEAD Program Units on the MaineHousingsearch.org website and to include in the advertisement that the Program Unit has been lead abated, priority will be given to those families with children under the age of 6 years, and the household must be income eligible for the Program Unit.

**3. STATE LEAD PROGRAM GENERAL INFORMATION**

- a. State Lead Grants are available to eligible Owners of rental properties. The maximum State Lead Grant amount an owner can receive is \$15,000 per unit. Owners will be required to lease the enrolled units to income eligible families for a period of four (4) years and must sign a *Declaration of Covenants and Restrictions* promising such.
- b. If costs exceed \$15,000 per unit, owners must pay the difference. If Owners cannot or refuse to pay the difference, MaineHousing reserves the right to deny the project. The cost of lead paint inspections and abatement/remediation design will be funded by MaineHousing for eligible rental units and not included in the State Lead Grant amount. MaineHousing may also help with the costs of tenant relocation during the lead hazard abatement work.
- c. An Owner of property that receives lead abatement assistance under the State Lead Program shall pay a portion of abatement costs as follows: At least 10% of the costs of abatement if not under abatement order; at least 25% of the costs of abatement if the building is under abatement orders.

- d. For a period of no less than four (4) years, beginning on the date on which the State Lead Grant is awarded, Owner must agree to lease 100% of the Lead Program Units to tenants with a household income at or below 100% of the area median income as established by United States Department of Housing and Urban Development ("HUD") guidelines.
- e. The Owner must agree to limit the monthly rental charges in the Lead Program Units to Fair Market Rents ("FMR") for the unit size and geographical area, as determined annually by the U.S. Department of Housing and Urban Development and available at [www.mainehousing.org](http://www.mainehousing.org).
- f. Owners must also provide proof of building ownership (e.g. a property deed). Owners must also agree to pay all taxes due on the Property and keep the Property free from all future claims against it.
- g. Owners must agree to keep the Property in good condition and make all repairs needed to comply with local code requirements
- h. Owners will be required to sign several documents, including an *Application*, a *Declaration of Covenants*, grant documents, a *Construction Contract* and other documents necessary for completion of lead hazard control work.
- i. If the Owner transfers title, refinances, foreclosed on, sells the property or breaks the affordability requirements prior to the maturation of the four-year State Lead Grant term, MaineHousing may recoup the Grant funds.

#### 4. TEMPORARY RELOCATION

- a. Owners must advise tenants living in units that are enrolled into the program, that they will have to be relocated during the work. Owners are strongly encouraged to seek vacant units for the temporary placement of families during the work.
- b. Tenants may be eligible for grants of up to \$1,250 to help with temporary relocation costs.
- c. It is the Owner's responsibility to have the rental units vacant and ready for contractor work prior to commencement of work.
- d. Owners and tenants may have to move furniture and belongings out of work areas so that the contractor can perform the work. Owners and tenants must find alternative housing for pets.

#### 5. RETURNING HOME

The Owner (and tenants) 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 property. This can be done safely while the occupants live in the home.

#### 6. ACKNOWLEDGEMENT OF LIMITED FUNDS

Funds being provided to me/us under the Lead Program may not be sufficient to address all lead hazards in or around the Property. The Owner 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 cannot be met under Program funding guidelines. MaineHousing will review each project on a case by case basis.

#### 7. OTHER REQUIREMENTS

- a. Property insurance is required for all properties enrolled in the Lead Program.
- b. Owners with properties located in a FEMA recognized Special Flood Hazard Area will not be allowed to participate in the Federal Lead Program.
- c. Only qualified, licensed abatement contractor can perform the work. Owners cannot use grant proceeds to pay for his/her own labor or to purchase his/her own materials to perform the work. **Note:** Owners who are licensed lead abatement contractors may seek pre-approval from MaineHousing for reimbursement of materials only. Owners who are licensed lead abatement contractors must receive pre-approval from MaineHousing in order to seek reimbursement for costs related to materials for the lead abatement project. Please contact the Community Action Agency for additional information.
- d. Work cannot commence until the *Application* is approved **AND** the required Lead Program Grant documents and other required Federal Program Grant documents have been signed. Any work started prior to Lead Program Grant closing will not be funded by MaineHousing.
- e. 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.
- f. Site visits will be conducted by staff from the CAA and MaineHousing during the construction phase.

#### 8. CONTRACTOR PROPOSALS

- a. The CAA will obtain 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 and or a Lead Smart Renovator (if the type of work allows for a Lead Smart Renovator).
- b. Owners should check the Contractor's past performance through references and the Better Business Bureau. The CAA may be able to assist.
- c. The CAA will award the project to the lowest bidder. If Owners choose a contractor whose bid is higher than another, **the Owner will be responsible** for paying the difference between the low bid and the bid the Owner chooses.

## 9. CONTRACTS

MaineHousing's Federal Lead Program and State Lead Program require a *Construction Contract* to be signed by the Owner and the chosen contractor. The CAA will provide the *Construction Contract*.

## 10. CONTRACTOR PAYMENTS

- a. No payments will be released to the contractor until the CAA authorizes payment. Final payment will be withheld until the contractor passes a visual inspection and a lead dust wipe clearance test performed by the CAA.
- b. The Owner, the chosen contractor and the CAA will enter into a *Construction Escrow Agreement*. This enables the CAA to hold and distribute the construction funds on the Owner's behalf and in accordance with program rules.

## 11. 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 *Construction Contract* or the performance by the parties, contact the CAA immediately and describe the complaint. If the CAA is unable to informally resolve the dispute, the CAA will assist the parties through the following process:

- a. *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 the CAA first, not MaineHousing.
- b. *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.
- c. *Binding Arbitration*. The lead hazard construction contract and/or the general construction contract between the contractor and the Owner 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 APPLICANT INFORMATION, PLEASE CONTACT YOUR COMMUNITY ACTION AGENCY FOR CLARIFICATION BEFORE SIGNING.**



UNIT # \_\_\_\_\_

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

**AUTHORIZATION TO RELEASE INFORMATION**

**Community Action Agency (CAA):**

Name Penquis CAP Inc  
Address 262 Harlow St  
City/State/Zip Bangor ME 04401

**Questions should be directed to:**

CAA Contact Name: Dawn L Moody  
CAA Contact Title: Housing Coordinator  
CAA Contact Phone: (207) 814-0167  
CAA Contact Email: DMoody@Penquis.org

**INSTRUCTIONS:** Return completed and signed Authorization to Release Information to the above-named CAA.

Date \_\_\_\_\_ Project Type:  Single Family  Multi-Family

TO: \_\_\_\_\_

RE: \_\_\_\_\_  
Name of Customer Account or Other Identifying Number

I have applied for or obtained a grant from MaineHousing and the above-named CAA.

MaineHousing and/or the CAA may verify information contained in my request for assistance and in other documents required in connection with the request.

I authorize you to provide to MaineHousing and the CAA, for verification purposes, the following applicable information:

1. Past and present employment or income records.
2. Bank account, stock holdings, and any other asset balances.
3. Past and present landlord references
4. Other consumer credit references

If the request is for a new grant, I further authorize MaineHousing and/or the CAA to order a credit consumer report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., MaineHousing and the CAA is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my grant and application will be available to MaineHousing and the CAA without further notice or authorization, but will not be disclosed or released by MaineHousing and the CAA to another government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the grant.

The recipient of this Authorization may rely on the Government's representation that the grant is still in existence.

The information MaineHousing and the CAA obtains is only to be used to process my request for a grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the notice to Applicant Regarding Privacy act Information. I understand that if I requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be re-notified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

**A copy of this Authorization may be accepted as an original. Your prompt reply is appreciated.**

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

*MSHA and the CAA are an Equal Opportunity Lender*

UNIT # \_\_\_\_\_

AMI \_\_\_\_\_

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

**TENANT APPLICATION**

**Community Action Agency (CAA):**

Name Penquis CAP Inc  
Address 262 Harlow St  
City/State/Zip Bangor ME 04401

**Questions should be directed to:**

CAA Contact Name: Dawn L Moody  
CAA Contact Title: Housing Coordinator  
CAA Rep Phone: (207) 814-0167  
CAA Rep Email: DMoody@Penquis.org

**INSTRUCTIONS:** Return completed and signed Application and Applicant Information Form to the above-named CAA.

Date \_\_\_\_\_ Project Type  Single-Family Rental  Multi-Family

**I. PROPERTY INFORMATION**

Address: \_\_\_\_\_ Apartment # \_\_\_\_\_  
#Bedrooms: \_\_\_\_\_  
Rent Amount: \_\_\_\_\_

**II. HOUSEHOLD INFORMATION**

Tenant Name: \_\_\_\_\_ Co-Tenant Name: \_\_\_\_\_  
First MI Last First MI Last  
Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

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 VEBL 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

**III. HOUSEHOLD INCOME AND ASSETS**

Occupants must provide the employment information requested below to be considered for enrollment in the Program.

**Tenant Employment:**

Self-Employed:  Yes  No *If yes, provide 2 years tax returns, including all Schedules.*  
Employer Name \_\_\_\_\_ Employer Telephone \_\_\_\_\_  
Employer Address \_\_\_\_\_ Position \_\_\_\_\_  
No. of Years \_\_\_\_\_

UNIT # \_\_\_\_\_

**Co-Tenant Employment:**

Self-Employed:  Yes  No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name \_\_\_\_\_ Employer Telephone \_\_\_\_\_  
Employer Address \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_ No. of Years \_\_\_\_\_

**Head of Household Employment:**

Self-Employed:  Yes  No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name \_\_\_\_\_ Employer Telephone \_\_\_\_\_  
Employer Address \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_ No. of Years \_\_\_\_\_

*Occupants must provide gross income information and verification to be considered for enrollment in the Program.*

GROSS AMOUNT	A TENANT	B CO-TENANT	C) Head of Household
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):	_____	_____	_____

\*If self-employer, please provide most recent 2 years of completed tax returns including Schedule C.

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

**IV. HOUSEHOLD INCOME AND ASSETS**

I certify that ALL the information I have provided on this form is **TRUE** and **CORRECT** and I acknowledge the CAAs right to verify. I further certify that I have received a copy of and agree to the responsibilities and information contained in the *Tenant Information*.

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* in connection with our apartment unit.

**Signed by all Tenants of the property**

Signature of Tenant (Occupant) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co-Tenant (Co-Occupant) \_\_\_\_\_ Date \_\_\_\_\_

UNIT # \_\_\_\_\_

### Applicant Demographic Profile

The following information is required by the Federal Government for certain types of loans related to a dwelling or order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish the information, under federal regulations the lender is required to note race or national origin and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

I do not wish to furnish this information

Yes  No

**Head of Household** (check all that apply)

**Sex of Head of Household**

Male  Female

# of Household Members \_\_\_\_\_

Single

**Race:**

Married

White

Elderly

Black/African American

Single Parent with Children

American Indian/Alaska Native

Two Parents with Children

Asian

Other

Native Hawaiian/Other

(specify) \_\_\_\_\_

Pacific Islander

**Ethnicity:**

Hispanic or Latino

American Indian/Alaskan Native & White

Not Hispanic or Latino:

Asian & White

Physically Disabled Head of Household  Yes  No

Black/African American & White

Displaced Homemaker\*  Yes  No

Other Multi-Racial

\*A displaced homemaker means an adult individual who: has not worked full-time, full-years in the labor force for a number of years but has, during such years, worked primarily without pay to care for the home and family and is employed or under employed and is experiencing difficulty in obtaining or upgrading employment.

### Office Use Only

The Gross Income as calculated pursuant to this Tenant Application has been verified by the CAA to be: \$ \_\_\_\_\_

Maximum Eligible Income for this Tenant/ is: \$ \_\_\_\_\_ Percentage of AMI: \_\_\_\_\_

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

\_\_\_\_\_  
Date

**Dawn L Moody**

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

UNIT # \_\_\_\_\_

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

### TENANT INFORMATION

This *Tenant Information* describes program requirements and provides a list of things that you need to know, and need to do before making a commitment for a Lead Hazard Reduction Grant Program (Federal Lead) and/or Maine Lead Paint Hazard Abatement Program Grant (State Lead) (collectively the "Lead Programs") from MaineHousing. Tenants should retain this *Tenant Information* with their records.

#### 1. HOW THE PROGRAM WORKS

MaineHousing's Lead Programs are administered by Community Action Agencies (CAA). 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 a Lead Program grant with funds being held on your behalf.

MaineHousing uses funds from the U.S. Department of Housing & Urban Development, Real Estate Transfer Tax and other state and federal funds to provide funding for the Lead Program.

#### 2. TEMPORARY RELOCATION

- a. Property owners (Landlord) must advise tenants living in units that are enrolled into the Lead Program that they will have to be relocated during the work. Property Owners (Landlords) are strongly encouraged to seek vacant units for the temporary placement of families during the work. Tenants may be eligible for grants of up to \$1,250 to help with temporary relocation costs not to exceed ten days. It is the Landlord's responsibility to have the rental units vacant and ready for contractor work prior to commencement of work.
- b. Tenants 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.

#### 3. OTHER REQUIREMENTS

- a. 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.**
- b. Staff from the CAA and MaineHousing will conduct site visits during the construction phase.

#### 4. RETURNING HOME

Tenants 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 tenants live in the home.

#### 5. ACKNOWLEDGEMENT OF LIMITED FUNDS

Funds being provided under the Lead Program may not be sufficient to address all lead hazards in or around your apartment. The Owner(s) will be responsible for providing any additional funds that may be necessary to address all such hazards. MaineHousing reserves the right to deny any project if completion of project cannot be met under Lead Program funding guidelines. MaineHousing will review each project on a case-by-case basis.

#### 6. 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.

- a. **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.
- b. **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.
- c. **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.**

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

**BLOOD TESTING RELEASE**

Project Funding:  State Lead  Federal Lead  Healthy Homes

Project Type:  Single-Family  Multi-Family

Agency (CAA): Penquis CAP Inc  
262 Harlow St  
Bangor ME 04401

CAA Contact Name: Dawn L Moody  
CAA Contact Title: Housing Coordinator  
CAA Contact Phone: (207) 814-0167  
CAA Contact Email: DMoody@Penquis.org

Applicant (Owner): _____	Co-Applicant: _____
Property: _____	Tenant: _____
_____	Apt#: _____

**INSTRUCTIONS:** Return completed and signed Blood Testing Release to the above-named CAA.

Date \_\_\_\_\_

It is recommended that all children under six years of age have their blood lead level tested prior to hazard control work in your home. If your children have not received a blood test in the past **three (3) months**, you should contact your child's primary health care provider or the local health department to arrange for a test.

**Please check one of the following- the one which best describes your children:**

My children under six **have** had their blood lead levels tested in the past **three (3) months**. Please identify

Provider Name \_\_\_\_\_ Date of Test \_\_\_\_\_

I hereby authorize the provider to release the results of this (these) blood test (s) to the Lead Hazard Reduction Grant Program.

My children under six **have not** had their blood lead levels tested in the past **three (3) months** and I agree to have them tested at this time.

For Religious purposes and/or personal reasons, I choose **not to have** my child (children's) tested for lead.

I/We voluntarily disclose this information. I/We understand that disclosure of this information is not required for participation in the Lead Hazard Reduction Grant Program

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

**RELOCATION ASSISTANCE ACKNOWLEDGEMENT**

Project Funding:  State Lead  Federal Lead  Healthy Homes

Project Type:  Single-Family  Multi-Family

Agency (CAA): Penquis CAP Inc  
262 Harlow St  
Bangor ME 04401

CAA Contact Name: Dawn L Moody  
CAA Contact Title: Housing Coordinator  
CAA Contact Phone: (207) 814-0167  
CAA Contact Email: DMoody@Penquis.org

Applicant (Owner): _____	Co-Applicant: _____
Property: _____	Tenant: _____
Contractor: _____	Unit#: _____

1. 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 ("CAA"), and/or other documents which may be required by the CAA, 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 CAA and the above referenced Contractor to prepare the Property for lead hazard abatement/remediation work, including moving furniture out of critical work areas and packing or otherwise securing other belongings to expedite the work.
2. I/We, the undersigned, understand that 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 CAA is under no obligation to reimburse for unverified expenses or for expenses not directly associated with temporary relocation.
3. I/We, the undersigned, understand I/we will be required to abide by any and all policies set forth by the relocation property owner/representative. I/We, understand if I/we are deemed responsible for damages to the relocated property during my/our relocation, I/we may be responsible for the cost associated with said damages. Any relocation reimbursement I/we request, may be offset to cover the cost associate with damages determined my/our responsibility.
4. 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.**

_____ Occupant Signature	_____ Apartment/Unit #	_____ Date
_____ Occupant Name		
_____ Co-Occupant Signature	_____ Apartment/Unit #	_____ Date
_____ Co-Occupant Name		

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

_____ CAA Representative Signature	_____ Date
Dawn L Moody _____ CAA Representative Name	