



CITY OF QUINCY  
Department of Planning and Community Development  
Office of Healthy Homes  
34 Coddington Street, 3<sup>rd</sup> Floor  
Quincy, Massachusetts 02169



## **Quincy Lead Abatement Program**

### **POLICIES AND PROCEDURES**

November 2019

The City of Quincy, acting through its Department of Planning and Community Development received a grant ("the Grant") from the U.S. Department of Housing and Urban Development ("HUD") to abate lead hazards in private housing.

These policies and procedures for the Quincy Lead Abatement Program ("the program") describe the activities Quincy will undertake under the Grant and are part of Quincy's contract with HUD.

#### **I. GOALS**

The City of Quincy's goal is to help low-income owner-occupants (and investor and non-profit owners with low-income tenants), pay for inspection, abatement, relocation, and related costs to abate lead hazards at privately owned residential housing units located throughout the City of Quincy. The City of Quincy has a population of 92,271 people of which 5,808 are children under the age of six years old (6.3%).

#### **II. PRIORITIES**

First Priority – Properties where a child under age six resides who are lead poisoned (lead blood levels in excess of 10 micrograms per deciliter) will receive first priority. The City will work directly with the State's Childhood Lead Poisoning Prevention Program to abate these properties in accordance with state law at 105 CMR 460.

Second Priority – Properties where a child under age six resides who are at-risk of poisoning (lead blood levels between 5 and 9 micrograms per deciliter) will receive second priority. The City will work directly with the State's Childhood Lead Poisoning Prevention Program to abate these properties in accordance with state law at 105 CMR 460.

Properties under an Order to Correct or Court Orders to remediate all lead hazards will be parallel to the first two priorities.

Third Priority – Properties occupied by a child under age six (or where a child under age six spends more than 20 hours per week) who is not lead poisoned, but where lead-based paint hazards have been identified, will receive third priority.

Fourth Priority - Rental properties with vacant units where the landlord agrees to rent the vacant unit to a qualifying household with a child under the age of six, will receive fourth priority.

Fifth Priority – Properties where QLAP funds are being provided that meet one of the above priorities, under the conditions that the tenants meet income qualifications and the owner’s agrees to give preference to tenants with children under six, will receive fifth priority.

### **III. PROGRAM MARKETING**

The City of Quincy will give first notification of funding availability to the waiting list of applicants who have already applied for assistance as a result of program marketing activities for previous grants and referrals from other agencies. To meet the goals, we will undertake additional program marketing activities, which may include:

- Notification of funding availability to community-based non-profit housing organizations.
- Outreach activities by contracted local grass-roots organization(s).
- Notification of funding availability to recipients of CDBG and HOME housing rehabilitation funding. Inserts in water/sewer and/or tax bill and mailings to Quincy Property owners.
- Public service announcements on Quincy Community Access Cable Television.
- Informational handouts to day care providers, healthcare providers, public schools, faith-based organizations etc.
- Educational workshops for owners, tenants, landlords, real estate brokers etc.
- Social media outlets for marketing including a stand-alone website for QLAP, Facebook etc.
- Program staff to attend various community events to market and disseminate program information

### **IV. APPLICATION FOR ASSISTANCE**

The City of Quincy will require completed program applications from Owner-Occupants, Tenants, Non-profit Agencies and from Investor-Owners together with collateral information. Application assistance will be committed or can be provided as needed.

### **VI. ASSISTANCE OFFERED**

#### **A. FORGIVABLE LOANS**

The City of Quincy will make loans available, to eligible program participants for the entire cost of lead hazard abatement, including eligible inspection fees and relocation cost.

Income eligible owner-occupied properties:

- Properties will be eligible for a five-year forgivable loan, up to \$10,000 per unit.
- An affordability restriction will be placed on the property for five years.

If project costs are over \$10,000 per unit there are other options:

- The property owner may contribute personal funds, to keep the project costs below the \$10,000 threshold.
- QLAP staff may determine that due to circumstances, the Program may fund more than \$10,000 per unit.
- Depending on income guidelines, a low or no-interest payment loan may be available from a program such as Get The Lead Out and/or CDBG funding.

Investor owned property with income eligible tenants:

- Properties will be eligible for a five-year forgivable loan, up to \$10,000 per unit.
- Investors are required to give preference to tenant applicants with children under six years old.
- An affordability restriction will be placed on the property for five years.

If project costs are over \$10,000 per unit there are other options:

- The property owner may contribute personal funds, to keep the project costs below the \$10,000 threshold.
- QLAP staff may determine that due to circumstances, the Program may fund more than \$10,000 per unit.
- Depending on income guidelines, a low interest payment loan may be available as well as CDBG funding.

## B. DEFERRED PAYMENT LOANS

The City of Quincy may make available Deferred Payment Loans, due upon sale or refinance, or when the property changes ownership, to help eligible owner-occupants and non-profits, for additional rehabilitation costs with CDBG funds. The deferred payment loan will be documented through a mortgage and promissory note at the registry of deeds, and homeowners can make payments on the loan at any point in time but not required.

## C. LOW INTEREST LOANS

Low-interest loans will also be made available to all applicants if the cost of abatement exceeds the \$10,000 per-unit limit and the applicant does not have sufficient cash to make up the difference, but he/she has the means to make repayments on a loan. These loans are funded through MassHousing's Get the Lead Out program.

## D. HEALTHY HOMES GRANT

Up to \$5,000 additional Healthy Homes Supplemental Grant fund may be provided to eligible homes where lead hazard control work is being conducted. Remediation of hazards

will be based on the scope of work developed following the home inspection and assessment, and the prioritization of each hazard per the work plan priorities and defined categories.

#### E. INSPECTION AND LAB SERVICES

The City of Quincy will offer inspection and laboratory testing assistance at eligible properties:

Initial Lead Inspection/Risk Assessment reports by the program's contract inspector will be provided by the program at eligible properties in the order of their priority.

Reinspections for reoccupancy and final compliance will be provided by the program for owners who participate in the program. Clearance levels must meet both Massachusetts and HUD dust clearance levels prior to reoccupancy and final Letter of Compliance.

#### F. ABATEMENT PLANS AND SPECIFICATIONS

The City of Quincy will provide abatement plans and specifications to help eligible program participants know exactly what will be done to abate lead hazards at their property. Quincy, in consultation with property owners, will develop abatement plans and specifications from lead inspection/risk assessment reports listing each non-complying surface to be abated on a room by room basis, clearly specifying the methods by which each non-complying surface will be brought into compliance with Massachusetts regulations and including an estimate of cost. In addition, each unit may be assessed for other issues. Any issues that may qualify under the CDBG Housing Rehabilitation Program could be written into a separate specification to be solicited together with the Lead bid and funded with CDBG separately.

#### G. PROCUREMENT SERVICES

The City of Quincy will provide procurement services, on behalf of the owner as needed to help eligible program participants obtain qualified, insured contractors at the best prices available, including advertisement and/or solicitation for prequalified deleading contractors on behalf of the owners. Preparation of bid packages to include:

- Invitation to prequalified bidders
- Instructions to bidders
- Bid forms
- General conditions
- Special conditions
- Abatement plans and specifications
- Lead inspection/surface assessment reports
- Conducted site viewing-prebid conferences
- Public sealed bid openings, including notification to bidders of bid results

#### H. TEMPORARY RELOCATION ASSISTANCE

The City of Quincy will, as needed, provide temporary relocation assistance for occupants of units being abated through the program:

- We will provide relocation information to each tenant household to advise tenants of their right to temporary relocation assistance and their right to remain in occupancy when the project is completed.
- All tenants and owner-occupiers that must be temporarily relocated and will be given the option of either being housed in a local hotel, or staying with friends or family.
- If temporary relocation during the abatement is necessary due to moderate or high-risk abatement work being conducted relocation will be mandated by law for safety reasons. Massachusetts mandates occupant relocation when a component within a unit requires moderate or high risk deleading methods. The best solution for everyone is for the homeowner or tenant to arrange housing with someone known and trusted. QLAP asks that tenants/homeowners attempt to make temporary living arrangements with relatives or friends for the time the unit is being delead.
- Because of the inconvenience this creates, we offer an \$1,000.00 stipend. Any additional amount over the \$1,000 will be the responsibility of the property owner.
- These funds will not be released until after the work is done. The check will only be released if the tenants/homeowners have followed all the terms of the program. Payment will be released directly to the displaced occupants. Both tenants and owners must complete the mandatory Temporary Relocation Policy form.
- The average time for deleading a unit is assumed to be 10 working days.
- Contractors must follow the state prescribed occupant protection plans including relocation, signage, egress access, containment of all furniture and/or occupants possessions. Occupant must not be allowed back into the unit before dust clearance is achieved.

## I. EDUCATION AND PRE-ABATEMENT SCREENING

In order to identify and prioritize children under 6 years of age who are either lead poisoned (10 mcg/dl blood level) or lead elevated (> 5 mcg/dl blood level), we will promote blood lead screening for children under the age of 6 in support of the screening efforts of primary health care providers, the Quincy Department of Public Health, and the Massachusetts Department of Public Health's Childhood Lead Poisoning Prevention Program (The QLAP can pay for blood lead screening cost for children of qualified households, if their existing health benefits does not cover the cost).

As part of the program's intake/application process:

- Quincy will promote blood lead testing to each applicant household. Massachusetts has a universal screen requirement.
- Quincy will strongly recommend immediate screening for all children under the

age of six who have not been screened within the past year, and

- Quincy will provide direct referrals to DPH/CLPPP for verification or promotion of screening for all children under the age of six occupying affected units.
- Quincy will record the resulting pre-abatement blood lead levels and ensure any children with elevated blood levels are referred for appropriate treatment and follow-up medical care.
- To preserve confidentiality, insofar as possible, Quincy will not use actual blood lead levels in reports. Actual blood lead levels will be maintained in confidential case files. Reported results of lead levels will be categorized by priority levels 1, 2, and 3: Level 1 = lead level 10 mcg/dl or greater; Level 2 = lead level 5-9 mcg/dl; Level 3 = (all children under 6)
- No parent or guardian will be required to disclose blood lead test results against their will as a condition of participation in the program.

## VII. ELIGIBILITY FOR ASSISTANCE

### A. ELIGIBILITY FOR ASSISTANCE- ACTIVITIES

The City of Quincy will make grants or loans for activities lawfully undertaken to produce certified lead-abated units:

- in compliance with Massachusetts General Laws, Chapter 111, Section 197, and the Massachusetts "Lead Law", 105 CMR 460.000: Regulations for Lead Poisoning Prevention and Control and
- in compliance with the Federal Regulations "Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance", 24CFR Subpart B-R ("HUD Lead Regulations").

Some abatement work, exceeding Mass Lead Law requirements, must be performed as required under the HUD Lead Regulations, including:

- Abatement of entire building components for structures where the level of federal assistance exceeds \$25,000;
- Abatement of exterior components for buildings with exterior paint deterioration exceeding HUD de minimums standards;
- Soil testing where:
  1. *Nine (9) total square feet of bare soil exists on the lot outside a child's play area; or*
  2. *Any bare soil exists in a child's play area; and*
- Soil abatement where:
  1. *400 parts per million (ppm) or more of lead exist in a child's play area of bare soil; or*
  2. *1200 ppm (average) exists in bare soil on the rest of the lot.*
- Soil abatement may include paving with concrete or asphalt or encapsulation by planting of sod or grass, or covering with mulch.
- Quincy will specify permanent (expected design life of at least 20 years)

abatement activities, where possible replacing lead-hazard containing components (doors, windows, interior & exterior trim, siding, and porches) with equivalent new components.

- Abatement activities necessary for continuing compliance may be eligible at previously-compliant units:  
*With peeling, chipping or flaking lead paint or other accessible leaded materials;*  
*With covering or encapsulants no longer forming an effective barrier over such paint or other leaded materials remaining in place;*  
*With surfaces reversed to correct lead hazards no longer reversed and securely in place.*
- Rehabilitation activities directly related to and necessary for continuing compliance may be eligible.
- "Low Risk" and "Moderate Risk" abatement activities carried out by owners or their representatives will not be eligible for direct program loans.

## B. ELIGIBILITY FOR ASSISTANCE- OWNERS

To obtain assistance, owners will be required to sign a Five Year Affordability Agreement pledging compliance with program terms and conditions and giving priority to families with children under the age of six (6) for the first three years when rental units are included. In all cases, the program will require proof that the owner is lawfully in possession of the property and able to comply with program terms and conditions:

- A recorded copy of the deed to the property, stamped by the Norfolk Registry of Deeds showing recording date, book, and page number is required to establish Ownership.
- All owners shown on the deed must be available to sign for direct program loans.
- If a deceased joint-tenant is mentioned on the deed, a death certificate is required.
- For properties held in trust, a recorded copy of the Deed of Trust or Trustee's Certificate is required.
- For properties with registered deeds in the Land Court, an Owner's Duplicate Certificate of Land Title showing current ownership is required.
- Owners must not be subject to legal action, including pending legal action or foreclosure, which will substantially affect the owner's capacity to carry out responsibilities under the program.
- Owner-occupants must have household incomes at or below 80% of the then-current HUD Quincy Metropolitan FMR Area median income.
- Owners must have no outstanding code violations (other than lead paint hazard violations to be remedied under the program) of record with Quincy's Inspectional Services Department for any property owned in Quincy. Where the availability of other matching funding is established to abate code violations exceptions shall be made on a case-by-case basis.

## C. ELIGIBILITY FOR ASSISTANCE- PROPERTIES

Assisted properties must be owned by responsible owners:

- Property taxes and city fees must be current for the property to be assisted, and for all other properties owned in Quincy;
- Assisted properties must be within the legal, permitted use for all units, as defined by Quincy's Inspectional Services Department:
- The current use of the property (example: 3-family dwelling) must in compliance Quincy Zoning Regulations;
- The property must be in compliance with the Massachusetts Building Code Section 108.5.1, inspecting the structural integrity of the property, the presence of second exits, etc.
- Assisted properties must be screened for environmental impact and historic significance with Massachusetts Historical Commission. Properties identified as having historic significance will not be assisted unless the Massachusetts State Historic Preservation Officer has reviewed the specification and found it will have no adverse effect.
- Quincy will not assist properties identified by FEMA as having special flood hazards under 42 USC 4001- 4128 unless all insurance requirements are met.
- Assisted properties must be occupied by income-eligible households within the City of Quincy.
- If a child under 6 resides or is expected to reside in a zero bedroom unit, the unit and common area may be enrolled in grant with prior HUD approval.

#### D. ELIGIBILITY FOR ASSISTANCE- CHILDREN UNDER 6

Landlords shall give priority to families with a child under the age of six years or where a child under the age of six years spends a significant amount of time in renting units, for not less than 3 years following the completion of the lead abatement activities, for all units assisted with direct program loans.

#### E. ELIGIBILITY FOR ASSISTANCE- HOUSEHOLD INCOME

To be eligible for assistance, properties must be occupied by income-eligible households as follows:

For grants or loans made to assist rental housing, at least 51% of units must be occupied by or made available to families with incomes at or below 50% of the area median income level, and the remaining units shall be occupied or made available to families with incomes at or below 80% of the area median income level, except that buildings with five or more units may have 20% of the units occupied by families with incomes above 80% of the area median income.

For direct grants or loans made to assist housing owned by owner-occupants, all of the units assisted with direct program loans shall be the principal residence of families with income at or below 80% of the area median income level.

HUD HOME Program income limits based on Boston-Cambridge-Quincy median income



levels will be the standard for determining program eligibility in Quincy. HUD income limits are modified from time to time and are available at [www.hud.gov](http://www.hud.gov). HUD income limits for FY 2019, effective April 24, 2019 are shown below, by household size:

Household Size	Income Limits 80% AMI	Income Limits 50% AMI	Income Limits 30% AMI
1	\$62,450	\$41,500	\$24,900
2	\$71,400	\$47,400	\$28,450
3	\$80,300	\$53,350	\$32,000
4	\$89,200	\$59,250	\$35,550
5	\$96,350	\$64,000	\$38,400
6	\$103,500	\$68,750	\$41,250
7	\$110,650	\$73,500	\$44,100
8	\$117,750	\$78,250	\$46,950

Income for each household must include all income (including income from assets) from all adults living in the household (even if temporarily absent), and will be determined on current experience projected annually. Refer to Part 5 (Section 8) Income Inclusions and Exclusions -24 CFR 5.609(b) and (c) for details.

The standards for documentation of income shall follow the guidelines outlined in Chapter Two of the U.S. Department of Housing and Urban Development's "Technical Guide for Determining Income and Allowances for the HOME Program". In order to meet these requirements Quincy will collect specified documents and review them for compliance. In addition, HUD Policy guidance 2017-05 *Income Verification Guidance* will be followed.

Acceptable income documentation includes, but is not limited to, pay stubs, copies of DES claims records for unemployment, an official SSI printout or current social security check, a Welfare Department statement of benefits, and copies of alimony checks.

As noted by Policy guidance 2017-05, the program may obtain through Public Housing Authorities the HUD 50058 form in lieu of obtaining income documentation for tenants with mobile vouchers.

#### F. ELIGIBILITY FOR ASSISTANCE- RENTAL REQUIREMENTS AND LIMITS

Rental requirements and limits apply to each unit at the property assisted with program Grants or Loans. Rental requirements and limits are contained in and enforced through the Grant/Loan Agreement. The Grant Agreement is executed together with an "Owners(s) "Affordable Rent Agreement".

#### THREE YEAR PRIORITY FOR CHILDREN UNDER SIX YEARS OF AGE

Three Year Rental Restrictions in Compliance with Section 217 of Public Law 104-134, amending Section 1011(a) of the Residential Lead-Based Paint Hazard Reduction Act of

1992 (Title X): Property owners agree, other requirements of the Program notwithstanding, to meet the following minimum requirements described below at the Property for not less than three years from the date a post-deleading Letter of Full Deleading Compliance for the property is issued:

- To give priority in renting assisted units at the Property to Families (as defined below) with a child under the age of six (6) years for the first three years.
- That initially at least fifty percent (51%) of the assisted rental units in the Project shall be occupied by or made available to Families whose annual incomes are less than fifty percent (50%) of the median income for the Area (as defined below) ("Very Low-Income Families") based on family size as determined by HUD.
- That the remaining assisted rental units in the Project shall be occupied by or made available to Families whose annual incomes are less than eighty percent (80%) of the median income for the Area ("Low and Moderate Income Families") based on family size as determined by HUD, except that buildings with five or more units may have 20 percent of the units occupied by families with incomes above 80 percent of area median income level.

#### FIVE YEAR CONTINUING AFFORDABILITY REQUIREMENTS AND LIMITS

Property owners agree to limit rents and rent increases at the Property for not less than five years and to rent to very low, low, and moderate income households as described below:

- For any unit occupied by a Low or Moderate Income Household (as defined herein) at the time of application to the Program, for the period of five (5) years from the date a post-deleading Letter of Full Deleading Compliance for the Property is issued (the "Restriction Period"), a maximum of five (5) rent increases above the rent that is currently being charged for that unit (the "Base Rent") are permissible:
  - the first rent increase may occur no sooner than six (6) months from the date a post-deleading Letter of Full Deleading Compliance for the property is issued if an increase at that time shall not violate any current lease or other agreement for the unit's rent;
  - each successive increase may occur no sooner than one year after the preceding increase.
  - Any annual increases in rents during the Restriction Period shall not exceed the then current Massachusetts Department of Housing and Community Development's Annual Adjustment Factor (AAF) for its state-operated leased housing program.
  - Low or Moderate Income Household shall mean a household in which the aggregate gross income of all of the members is less than 80% of the median income of the Quincy statistical area as defined from time to time by the United States Department of Housing and Urban Development.
- For any unit occupied by a non-Low or Moderate Income Household at the time of application to the Program, for the Restriction Period, a maximum of five (5) rent

increases above the Base Rent are permissible:

- the first rent increase may occur no sooner than six (6) months from the date a post-deleading Letter of Full Deleading Compliance for the property is issued if an increase at that time shall not violate any current lease or other agreement for the unit's rent;
- each successive increase may occur no sooner than one year after the previous increase.
- Any annual increases in rents above the Base Rent will not exceed the now-current Massachusetts Department of Housing and Community Development's Annual Adjustment Factor (AAF) for its state operated leased housing program.

A "Family" is defined as one or more individuals occupying a unit and satisfying the standards adopted by HUD for the so-called Section 8 Program under the United States Housing Act of 1937 and promulgated at 24 C.F.R. Part 812. The "Area" is defined as Quincy, Massachusetts PMSA. A Family's annual income shall be the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional member of the Family (other than children under the age of 18 years), including all net income derived from assets for the 12-month period following the effective date of certification of income. Annual Income specifically includes and excludes certain types of income as set forth in, and shall be determined in accordance with, 24 C.F.R. S813.106 (or any successor regulations).

## **VIII. PROGRAM POLICIES**

### **A. PROGRAM POLICIES- TESTING AND CLEARANCE**

We will use a highly qualified and insured Designated Inspector who will use an x-ray fluorescence analyzer ("XRF") to determine lead levels and who will use an independent EPA NLLAP recognized laboratory to conduct all analyses of wipe testing. Quincy's procurement for these services will be free, fair, open, and competitive in compliance with 24 CFR, Part 85 and M.G.L. Chapter 30B, with advertisement by publication within the eastern Massachusetts region.

State of Massachusetts Master Inspector's licensure will be a requirement for Quincy's Designated Inspector who may at times re-inspect the work of other inspectors for re-occupancy, full compliance, and post-compliance.

A property owner may privately procure an initial lead inspection/surface assessment from a currently-licensed lead inspector if that property owner has a preferred inspector, already has a recently-completed initial inspection, or wishes to have an inspection completed before the program can provide one. Quincy will require that the owner's private inspector be qualified - licensed, insured, and with verifiable references, and that XRF be used to determine lead levels. Information about the condition of the XRF used should be submitted to Quincy for review and approval. Quincy may directly reimburse property owners for private inspections through the program, or inspection and lab fees sufficient to inspect and comply all assisted units at the project may be reimbursable through the GTLO loan program. In addition to Massachusetts's inspection requirements, procured inspector must also provide a HUD Risk Assessment including soil and predust sampling and occupant survey. In addition a table will

be provided in the LIRA that lists all hazards and the XRF readings for each.

We reserve the right to have inspections and/or re-inspections performed by the program's Designated Inspector, which was procured through a competitive RFP, to ensure quality control and accountability. Quincy recommends that all owners use its Designated Inspector; owners choosing to use a privately procured inspector may be forced to bear additional unexpected costs of correcting lead hazards omitted or overlooked by the owner's private inspector.

An independent EPA NLLAP recognized laboratory will conduct all analyses of wipe testing. Deleading contractors will be contractually required to meet clearance threshold standards for post hazard control wipe tests\*. The results of clearance dust wipe sampling shall be less than:

10 micrograms of lead per square foot on an interior hard-surfaced floor or carpet  
100 micrograms of lead per square foot on a window sill  
100 micrograms of lead per square foot on a window troughs.  
40 micrograms of lead per square foot on a porch floor.

\*In reference to HUD Policy Guidance Number 2017-01, lead dust hazard and clearance action levels effective as of April 1, 2017 for HUD's lead hazard control grants.

Deleader contractors whose work fails to pass clearance dust wipe standards or visual inspection will be contractually required to bear the cost of any and all additional cleaning, lab testing, and/or visual inspections required for compliance.

If the inspection/lab services are performed by the owner's inspector, the deleader contractor will be required to reimburse the owner for additional inspections and/or lab testing expenses incurred for compliance prior to Quincy's release of final payment.

If the inspection/lab services are performed by Quincy's Designated Inspector, the owner will be required to reimburse Quincy for additional inspections and/or lab testing expenses incurred for compliance, using funds withheld from final payment due the deleader contractor.

In the case of a lead-poisoned 10mcg/dl or greater blood lead level child under 6, the Massachusetts Department of Public Health's Childhood Lead Poisoning Prevention Program's inspector may in some cases perform initial inspections, reoccupancy, and final inspections at no cost to the program or its' participants. In all cases involving a lead-poisoned child under 6, the Massachusetts Department of Public Health's Childhood Lead Poisoning Prevention Program's inspector will be the final arbiter of compliance. In those cases, the private lead inspector will be required to conduct additional sampling including porch floors and ensuring HUD dust clearances are met prior to reoccupancy and payment.

## B. PROGRAM POLICIES - ABATEMENT PROCUREMENT

Quincy recommends that owners take advantage of the procurement assistance Quincy offers in obtaining qualified, insured contractors at the best prices

available.

Based upon approved plans and specifications, Quincy or the owner of the property to be assisted, will conduct a free, fair, open, and competitive bid process to obtain deleading services from qualified contractors. Bids will be documented, with the results available to the public upon request. All project contractors will be procured using 200 CFR.3260 (b) standards of Procurement by small Purchase Procedure. All contractors will be registered on SAM.gov prior to contract signing.

*PROCUREMENT BY SMALL PURCHASE PROCEDURES:*

In accordance with 2 CFR § 200.320(b), relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. As of the publication of this Policy Guidance, the Simplified Acquisition Threshold is \$150,000 (see 48 CFR 2.101, Definitions). If small purchase procedures are used, price or rate quotations must be solicited from an adequate number of qualified sources. Typically, at least three quotations must be solicited, although for larger procurements, it may be desirable to solicit quotations from more, e.g., five or seven. The federal procedures for using small purchase procedures are found at FAR subpart 13.3; these may be used as guidance for small purchase procedures contracting by Non-Federal Entities.

If the owner of the property to be assisted chooses to procure abatement services without the program's assistance, Quincy will require that the following policies be observed, and written approvals must be obtained with the Program Manager prior to owner initiating and completing each step as follow:

- Owner will be required to obtain at least three written bids which are based on an abatement specification from de-leader contractors, approved by program staff who meets the program's Contractor Qualification requirements
- The bid selected must be reasonable, based on Quincy's estimate of cost required to bring the unit(s) into compliance.
- Owner will be required to contract with the deleader contractor offering the lowest responsive and responsible bid unless they choose to pay any additional costs with non-program sourced funds.
- All contractors must be registered in SAM.gov and approved by the HUD prior to commencement of work.
- Owners and contractors will be required to enter into Quincy's standard Deleading and Construction Agreement or other such written agreement acceptable to Quincy.
- All payments must be paid directly to contractor.
- No program funds will be used to compensate owners or contractors for work done prior to Quincy's issuance of a Notice to Proceed.

### C. PROGRAM POLICIES- CONTRACTOR QUALIFICATION

Quincy requires that deleader contractors be licensed, insured, and have verifiable references. Quincy will review and evaluate the qualifications and references of all

deleader contractors involved in the abatement of units receiving direct loans from the program. Deleader contractors will be required to complete a Contractor Qualification form which addresses all applicable threshold requirements, and requires the applicants to list references in a manner which can be checked by one of Quincy's program staff.

Quincy will recruit and pre-qualify deleader contractors eligible to bid on deleading work funded under the grant. Recruitment will include:

- Direct solicitation at least yearly of all properly licensed Massachusetts deleading Contractors statewide
- Direct solicitation of contractors currently residing in Quincy;
- Direct solicitation of contractors who have requested pre-qualification in the past; and
- Direct solicitation of contractors identified by the State Office of Minority and Women Business Affairs.

All project contractors will be procured using 200CFR.3260 (b) standards of Procurement by small Purchase Procedure. All contractors will be registered on SAM.gov prior to contract signing. Prior to signing of owner/contractor agreement, each contractor must be verified in sam.gov as eligible with no debarment records. In addition, if a determination has not been determined by the HUD OLHCHH, a Subrecipient/Contractor determination must be made prior to contract signing.

#### D. PROGRAM POLICIES- ABATEMENT PROJECT MANAGEMENT

Quincy will prepare or review a written abatement specification for each eligible unit to be deleading. The specification will list each surface to be abated on a room by room basis that clearly delineates the method(s) by which each non-complying surface will be brought into compliance with Massachusetts regulations .

Prior to bidding, Quincy will develop an estimate of cost to bring the unit into compliance and will only assist projects whose cost is reasonable based on this estimate. Quincy will document this review of project cost in instances where project cost is less than 85% or more than 115% of Quincy's staff estimate.

Quincy will monitor each project for compliance with specifications and state and federal law. At a minimum, Quincy will inspect:

- When the deleader contractor has prepared the site for abatement but before dust producing work begins; Once during the course of the work; and
- When the deleading work is substantially complete prior to final payment on the deleading contract.

Findings of non-compliance will result in a written notification to the deleader contractor with a deadline for corrections. Quincy will withhold funds sufficient for completion of the project until corrections are completed or alternate arrangements are made to complete the project in a timely manner. These requirements will be enforced through the Owner-Contractor Deleading and Construction Agreement required for all loans.

Quincy will not permit a change in the deleading work or inspection work after the work has been bid except by written change order approved by Quincy, the owner, and the contractor.

#### E. PROGRAM POLICIES - SOLID WASTE DISPOSAL

Quincy will comply with the provisions of the Federal Resource Recovery and Conservation Act ("RCRA") and other appropriate state and local regulations in dealing with possible lead-contaminated solid waste generated by abatement projects funded under the program.

#### F. PROGRAM POLICIES- PUBLIC PROCUREMENT

Quincy will subcontract the following services for the program, publicly procuring the services in an open, fair, and competitive manner in compliance with 24 CRF, Part 85 and M.G.L. Chapter 30B as well OMB Uniform Guidance 2CFR200:

Inspection services  
Rehab specialist contractors

#### G. PROGRAM POLICIES- PROGRAM INCOME

Any revenue recaptured from loan repayments will be retained by the City of Quincy and will be used for lead-based paint abatement or hazard control activities or match funds.

Quincy's loans will be at 0% interest 5-year forgivable for owner-occupied homes and for qualified investor-owners.

Quincy's loans will be deferred, i.e. no payments will be due without the occurrence of a default such as the sale or refinance of the property or the failure to honor the mortgage covenants securing affordability and affirmative marketing at the property.

Quincy will allow its loans to be assumed upon sale to income-eligible first time homebuyers with covenants to secure the affordability and affirmative marketing requirements for the duration of the original five year restriction period.

#### H. PROGRAM POLICIES -FISCAL

The City of Quincy's Municipal Finance Department oversees budget setup, creating expenditure and revenue accounts that correspond to uses and sources authorized through grant contracts. Accounts are summarized on the city-wide system and are reviewed by the Department of Planning and Community Development's Fiscal Manager of Accounts for accuracy and for compliance with grant requirements.

Quincy will maintain fiscal records for inspection by HUD, including receipts, checks, invoices, contracts and sub-contracts, books of account, reports, financial statements, and all other compilations of data documenting fiscal transactions with respect to the grant and Quincy's compliance with the requirements thereof.

## **I. PROGRAM POLICIES-STAFFING**

Quincy will utilize direct staff and contractors for the performance period of the Grant. The Project Director, Program Assistant, Outreach Coordinator and the Intake Coordinator staff will be funded in part from the grant and in part from other sources of funds as a match, including Community Development Block Grant, HOME, and local funds. The Program Manager will be fully funded by the grant. Job descriptions for direct staff are:

1. Program Manager (City of Quincy Staff) -Full Time (75% to LEAD), Sherry Zou
  - provides overall program management
  - coordinates with other agencies, lending institutions
  - prioritizes applications for assistance according to program preferences
  - Prepares Environmental Reviews
  - identifies historic properties
  - Prepares Grant Agreements
  - reviews and approves threshold eligibility requirements
  - prepares Section 106 review submittals for historic properties
  - reviews and approves final loan documents, amounts
  - reviews construction agreements and approves contract awards
  - issues proceed orders; reviews and approves payments; reviews and approves change orders
  - arbitrates disputes; identifies emergencies
  - makes referrals to other entities as appropriate
  - prepares Quarterly Reports
  - disseminates bid results; prepares construction agreements
  - prepares bid packages; advertises for bids
2. Intake Coordinator (City of Quincy Staff) -Full Time (50% to LEAD), Elizabeth King
  - disseminates program information in English
  - gathers, verifies, and records application information
  - provides non-displacement notification
  - manage application intake process until applicant become qualified
3. Rehab Specialist (Contractor) -Douglas Desmarais
  - prepares deleading specifications based on LI/RA
  - coordinates deleading and rehabilitation specifications
  - prepares deleading and general rehab estimates, as applicable
  - conducts pre-bid conferences, site viewings, bid openings



- conducts preconstruction conferences
  - inspects for and recommends deleading and rehabilitation payment
  - reviews and approves change orders
4. Outreach Coordinator (City of Quincy Staff) – Full Time (50% to LEAD)
- Coordinate outreach efforts from sub grantees
  - Manage application assistance provided by sub grantees
  - Coordinate quarterly application assistance sub grantee meeting
  - Coordinate with MA CLPPP on elevated blood levels and lead poisoning cases
  - calculates income eligibility
  - assembles loan origination material
  - prepares loan documents
  - coordinates with other loan sources

**J. PROGRAM POLICIES- RECORDKEEPING**

The City of Quincy's program staff will maintain the aforementioned fiscal records and the following records related to Quincy's compliance with Grant requirements at the Office of Healthy Homes, Department of Planning and Community Development. All records, accounts, documentation, and all other relevant materials shall be retained for a period of three years for each assisted property after the five year rent limit period expires for that property.

- Completed application forms\*
- Verification of owner-tenant eligibility- summary sheet for each with attached documentation\*
- Pre-abatement blood lead level screening results\*
- Other required application documents:
- Proof of Ownership
- Local tax records and agreements
- Other verifications and agreements\*
- Completed Environmental Review Record
- Deferred Payment Loan Documents
- Loan Agreement
- Affordability Agreement
- Initial Lead Determination/Surface Assessment Report
- Completed Relocation Certifications, including receipts and records of payment for all relocation expenses\*
- Abatement project specifications and cost estimate
- Request for Bids notice or advertisement
- Written recommendation of contract award with a tabulation of bids received.
- Recommended contractor's bid submission, copy of license, insurance and current reference check

- Owner-Deleader Deleading and Construction Agreement
- Notice To Proceed
- All correspondence with deleader including complete documentation of all disputes.
- Field monitoring reports
- Final contract compliance inspection before state-required reoccupancy inspection
- Signed, approved Change Order for all changes in contract time or amount
- Each deleader invoice, written record of Quincy review and approval, and record of payment, including final payment with contractor's release of liens.
- Reoccupancy Letter
- Letter of Compliance, including documentation that Owner received required DPH/CLPPP Notice concerning ongoing compliance.
- Clearance Sample Results
- Final Data Sheet\*

\*Confidentiality Notice: Tenant/owner application information is considered confidential, not public information, unless its release is approved in writing by Quincy's legal counsel.

**APPENDIX I - MATERIALS, METHODS AND FINISHES:**  
Quincy Lead Abatement Program (QLAP) 2018 Grant

Unless otherwise specified in the Project Specifications, the following materials and methods are to be utilized on all QLAP projects.

Exact quantities and measurements of materials and components are the responsibility of the contractor. The City of Quincy requires a building permit for work that will be performed under this contract at the Contractor's expense.

**GENERAL:** All pre-primed and finger-jointed materials are prohibited.

**REQUIRED METHODS INCLUDE:**

1. **REPLACE** shall mean removal and legal disposal of original component
2. **MAKE INTACT:** scrape loose paint, spot prime. Paint to match on exterior surfaces
3. **PAINT READY:** fill holes, caulk and sand smooth
4. **SCRAPE:** all interior vertical surfaces to be scraped full height to header, exterior components scraped to 5' and feather sanded
5. **CHAULKING-** all covered lead components must be caulked
6. **REPLACEMENT WINDOWS-**Weights to be removed, cavities filled with insulation, exterior to be caulked
7. **REMOVAL OF STORM WINDOWS-**remove all caulking residue and fill holes
8. **INSTALLATION OF INTERIOR STORMS OR PLEXIGLASS-** Clean and caulk existing window prior to installation

**DEMOLITION AND CLEANING**

All demolition materials and debris shall be removed from the site prior to inspection. Work site must be kept in a neat and orderly fashion throughout the project. All areas shall be HEPA vacuumed and cleaned with TSP solution prior to dust wipe testing.

**DOORS:**

1. **Exterior Entry Doors:** "Thermatru Smoothstar" or "Stanley" fiberglass foam filled door. Nine lite or solid six panel as specified. Exterior doors should be double bored unless otherwise specified. Screen doors to be removed or at owner's request, existing door reinstalled.
2. **Garage Doors:** Clopay "Value Plus" or approved equal substitution
3. **Interior Doors:** Replace with similar type and style (solid doors, panel style, etc.) No hollow core doors allowed. See "Hardware" for lockset type.

**HARDWARE:**

1. Exterior doors to have Schlage keyed passage and deadbolt. Doors to be keyed alike.
2. Bedrooms and bathrooms are to have Schlage privacy passage sets.

3. Exterior Closets/Storage areas are to have Schlage keyed passage sets.
4. Hardware finish- Will be specified are Brass, Antique Brass, Satin nickel or Bronze

## **EXTERIOR WORK**

### **VINYL SIDING/ALUMINUM TRIM**

1. Prepare walls by nailing all loose siding and shim or fur out excessive recesses.
2. Install CertainTeed Main Street or approved equal (.42") vinyl siding to all exterior walls, including porches
3. Solid or preformatted vinyl soffit (.38") panels under eaves with each fourth one aerated.
4. Provide and install formed aluminum to all window sills and fascia. All windows are to have aluminum trim coil stock applied, CertainTeed or equal.

### **WINDOWS**

1. All replacement windows to have a U factor of .30 or lower. Approved vendors: Harvey Classic, Norandex Viewpoint 6000 Series, MI 1555 series, Silverline by Anderson 8500 Series vinyl replacement windows. All to have half screens. Grids will be specified in scope.
2. Provide new window stops unless otherwise specified. Exclude attic windows unless specified.
3. Remove and dispose of cited existing windows and combination storm windows including parting beads, pulleys and weights.
4. Fill all weight pockets with fiberglass or spray insulation
5. Apply exterior caulking around perimeter of window where the replacement window abuts the exterior stops and sill to prevent moisture infiltration.
6. Cellar Windows: Remove all specified existing cellar windows and frames. Reframe openings with new 2"x 8" Pressure Treated pine. Furnish and install awning or slider windows and screens. Caulk all joints to create an air tight fit.

### **EXTERIOR TRIM, STAIRS, PORCHES AND DECKS:**

1. Porch and stairwell walls that are scraped or made intact will be spot primed to match (Exterior grade primer as needed)
2. Porch and stairwell floors that are scraped or made intact will be finish painted.
3. Positive exterior porch rails will be replaced with similar materials. All new installations must meet building code requirements.
4. Exterior stairs, decks and porches will be replaced with pressure treated wood.

### **EXTERIOR FINISH AND PAINTING:**

1. All covered lead components must be caulked.
2. All exterior trim must be finish painted. Apply one coat primer and 2 coats Sherwin Williams/Benjamin Moore low VOC exterior paint. Color and finish to be selected by owner.

3. Exterior siding must be spot painted to match existing color.
4. Foundation painting: masonry paint to match
5. Exterior Stairs: Steps and landings, unless pressure treated, will be painted with low VOC exterior paint.

#### **INTERIOR WORK FINISH:**

1. All replacement trim to be paint ready. Sand and fill all holes.
2. Treated components must be sanded smooth. Surfaces that are "rough to the touch" will not be accepted.
3. All covered lead components must be caulked and painted to match existing.

#### **REPLACEMENT DOORS:**

1. All positive interior doors shall be replaced with similar solid core doors.

#### **DOORJAMBS-**

- I. Positive door jambs will be wet scraped to bare wood to full height. All impact surfaces shall be scraped to bare wood.

#### **DOOR CASINGS-**

- I. Positive vertical door casings will be replaced with materials of similar style, width and thickness to cover previous installation with no gaps, or contractor will be responsible to repaint interior at no additional charge. Headers and rosettes shall be made intact, or rosettes may be retained and headers may be replaced to match.

**MOUTHABLE SURFACES-** All other positive mouthable surfaces on walls and other areas shall be replaced with similar materials, wet scraped or covered with approved material to full height. Outside corners on walls.

**LOOSE SURFACES-** All loose and peeling surfaces that have been identified as lead positive will be made intact and primed to match as closely as possible. Treated walls to be paint ready. Low VOC primers and paints must be used.

#### **INTERIOR WALL AND CEILING FINISH-**

Sheetrock *W'* (unless needed for firewall) and tape seams and paint ready

#### **FLOORS-**

1. Vinyl Flooring: new "VCT" 1/8" gauge
2. Sheet Vinyl: 10 year minimum residential warranty
3. All new vinyl flooring shall be property glued to the underlayment, and all metal or other trim strips to complete the installation must be installed.
4. Interior Carpet: Provide and Install new 22 oz, 4 yr limited warranty carpeting with pad (minimum *W'*). All underlayment must be flash patched to a smooth surface prior to installing the carpet. Install all tack strips, brass metal edging,

- and seam tape necessary to complete the project.
5. Indoor/Outdoor Carpeting- 15oz minimum, 10 year warranty

#### **STAIRS-**

1. Replace stair treads with new materials of like thickness, size and type.  
Any wood exposed to the weather will be exterior grade.
2. Replace baluster, newels posts and handrail sections with new materials to match the existing finish to match.

#### **CABINETS-**

1. Kitchen: Install new cabinets, Replacement minimum of what was existing, up to a \$3500 allowance.

#### **BATHFANS-**

1. Panasonic or NuTone Energy Star rated models. Must be vented to exterior.  
All fans must be on same switch as lighting unless unable due to electrical code.

#### **CLEANING-**

1. Upon daily completion of work, clean up all rubbish, excess material, equipment, and all substrates connected with the work, and leave work areas in a neat, sanitary, lead safe and presentable condition.
2. Cover all remaining furniture/items left in the unit with 6mil poly and securely tape all openings to prevent dust penetration
3. HEPA Vacuum and clean all units and common areas with TSP solution or equivalent.

#### **NOTE:**

Contractor is responsible to make all components identified in the Lead Inspection Report to meet standards necessary at minimum to meet HUD and Massachusetts Lead Based Paint Abatement Requirements. The specifications provided should only be used for the identified component. The specification in no way should be relied upon as a complete list of necessary tasks to complete project. **All labor is to be guaranteed for 1 year from the date of the Letter of Compliance and Manufacturer's material warranty must transfer to the owner.**