

IHCDA Lead Based Paint Activity Form

Award # _____ Recipient _____

Contact Person _____ Organization _____

Property Street Address _____ City _____

Zip _____ County _____ Date Constructed ____/____/____

Step 1- Determine if the project is an exempt activity (if any of these options apply, the project is exempt- do not complete steps 3 through 6)

New Construction

Construction completed on or after January 1, 1978

Rehabilitation that doesn't disturb a painted surface

Zero bedroom dwelling unit including Single Room Occupancy (rental only)

Housing for the elderly or disabled as defined by HUD (rental only)

Residential property found not to have lead-based paint by a lead-based paint inspection (report required)

Unoccupied dwelling units to be demolished

Step 2- Indicate the activity type

Acquisition only- *requires a visual assessment documented on the HUD form 5.2 Report of Visual Assessment*

Rehabilitation- *complete Steps 3 through 6*

Step 3- Date of Risk Assessment ____/____/____ Risk Assessor Name _____

Risk Assessor license number _____ Expiration date ____/____/____

Results of Risk Assessment Fail Pass (step 4 and 6 not required if not presuming)

**Risk Assessment Report must be submitted with this form*

Step 4- Indicate the level of rehabilitation assistance based on the applicable HUD worksheet below and select the evaluation and hazard reduction activity performed on painted surfaces to be disturbed

< \$5,000- Safe Work Practices and Work Site Clearance required

Paint testing of surfaces to be disturbed or replaced during rehab or;

Presume all surfaces disturbed are coated with lead-based paint

>\$5,000 - < \$25,000- Risk Assessment, Interim Controls, and Clearance required

Paint testing of surfaces to be disturbed or replaced during rehab or;

Presume all surfaces disturbed are coated with lead-based paint

> \$25,000 (Greater than \$25,000) -Risk Assessment, Lead Abatement, and Clearance required

Paint testing of surfaces to be disturbed or replaced during rehab or;

Presume all surfaces disturbed are coated with lead-based paint

Step 5- Contractor (*company name*) _____

RRP Firm certification # _____ (*submit certificate*)

**All EPA certified renovator certificates of training must be attached*

Abatement Contractor (*if required*) _____ License # _____

Expiration date ____/____/____

Step 6- Clearance testing after unit completion

Clearance Examiner name _____ License # _____

Date clearance achieved ____/____/____ or Does Not Disturb De Minimus Levels

Calculating Level of Rehabilitation Assistance: Worksheet #1
Single Family Unit

Worksheet #1
Page 1 of 2

*This worksheet should be used to calculate the level of assistance for **single family** units only. For assistance to multi-family units, see Worksheet #2 or #3.*

To determine the level of rehabilitation assistance remember to take the lower of Federal assistance per unit OR. rehabilitation hard costs per unit

A. What is the total amount of federal assistance dollars contributed to the project? _____

B. What are the total rehabilitation hard costs to this project? _____
(To calculate hard costs, see page 2 of this worksheet)

C. Write the amount that is lower of question A or B above _____

D. Check appropriate category.

_____ \leq \$5,000 (Less than or equal to \$5,000)

Safe Work Practices and Work Site Clearance

_____ $>$ \$5,000 - $<$ \$25,000 (Greater than \$5,000 but less than or equal to \$25,000)

Risk Assessment and Interim Controls

_____ $>$ \$25,000 (Greater than \$25,000)

Risk Assessment and Hazard Abatement

Single Family Unit
Calculating Rehabilitation Hard Costs

Worksheet #1
Page 2 of 2

A. Enter the total job cost in line 1.

1. Total Job Cost

B. Enter the costs in each corresponding box for lines 2 through 14.

2. Financing Fees

3. Credit Reports

4. Title Binders & Insurance

5. Recordation Fees & Transaction Taxes

6. Legal & Accounting Fees

7. Appraisals

8. Architectural & Engineering Fees

9. Project Costs incurred by PJ directly
related to the project

10. Administrative Costs

11. Relocation Costs

12. Environmental Reviews

13. Acquisition of the Property

14. Lead Hazard Evaluation & Reduction
Costs*

15. Other Soft Costs

16. Total Soft Costs (add lines 2 through 15)

17. **Total Rehabilitation Hard Costs (Line 1 –**
(minus) **Line 16)** (Enter this number as “B” on
Page 1)

* Lead hazard evaluation and reduction costs include costs associated with site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to lead-based paint hazard reduction.

This worksheet should be used to calculate the level of assistance for **multi-family buildings** where **all** of the **units** are **federally assisted**. If dealing with a multi-family building where only *some* of the units are federally assisted, please use Worksheet #3.

To determine the level of rehabilitation assistance remember to take the lower of Rehabilitation hard costs per unit OR Federal assistance per unit.

-
- A. Are all units federally assisted? yes no
If no, go to Worksheet #3.
- B. What is the total amount of federal assistance dollars per unit? _____
(Use the amount from line 3 from the calculation on page 2 of this worksheet.)
- C. What are the total rehabilitation hard costs per unit? _____
(Use the amount from line 6 from the calculation on page 2 of this worksheet.)
- D. Write the amount that is lower of question B or C. _____
- E. Check appropriate category.

_____ ≤ \$5,000 (Less than or equal to \$5,000)

Safe Work Practices and Work Site Clearance

_____ >\$5,000 - < \$25,000 (Greater than \$5,000 but less than or equal to \$25,000)

Risk Assessment and Interim Controls

_____ > \$25,000 (Greater than \$25,000)

Risk Assessment and Hazard Abatement

Calculating Level of Rehabilitation Assistance: Worksheet #2
Multi Family—All units Federally Assisted

Worksheet #2
Page 2 of 3

1. Federal Dollars in the Project	<input type="text"/>	
2. Number of Units in project	<input type="text"/>	
3. Federal Assistance Per Unit (line 1 ÷ line 2)		<input type="text"/>
4. Rehab Hard Costs in the Project (line 23)	<input type="text"/>	
5. Number of Units in project	<input type="text"/>	
6. Rehab Hard Cost Per Unit (line 4 ÷ line 5)		<input type="text"/>
7. Total Job Cost	<input type="text"/>	

Enter the costs in each corresponding box for lines 8 through 20.

8. Financing Fees	<input type="text"/>
9. Credit Reports	<input type="text"/>
10. Title Binders & Insurance	<input type="text"/>
11. Recordation Fees & transaction Taxes	<input type="text"/>
12. Legal & Accounting Fees	<input type="text"/>
13. Appraisals	<input type="text"/>
14. Architectural & Engineering Fees	<input type="text"/>
15. Project Costs incurred by PJ directly related to the project	<input type="text"/>
16. Administrative Costs	<input type="text"/>
17. Relocation Costs	<input type="text"/>
18. Environmental Reviews	<input type="text"/>
19. Acquisition of the Property	<input type="text"/>
20. Lead Hazard Evaluation & Reduction Costs*	<input type="text"/>
21. Other Soft Costs	<input type="text"/>
22. Total Soft Costs (add lines 8 through 21)	<input type="text"/>
23. Total Rehabilitation Hard Costs (Line 7 - (minus) Line 22)	<input type="text"/>

* Lead hazard evaluation and reduction costs include costs associated with site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to lead-based paint hazard reduction.

Calculating Level of Rehabilitation Assistance: Worksheet #3
Multi Family—Projects that include both Federally-assisted and non-assisted units

Worksheet #3
Page 1 of 3

This worksheet should be used to calculate the level of assistance **for multi-family buildings** where **some** of the units are **federally assisted**. If dealing with a multi-family building where *all* of the units are federally assisted, please use Worksheet #2.

To determine the level of rehabilitation assistance remember to take the lower of Rehabilitation hard costs per unit OR Federal assistance per unit.

- A. What is the amount of federal assistance dollars per unit? _____
(Use the amount from line 3 from the calculation on page 2 of this worksheet.)
- B. What are the total rehabilitation hard costs per unit? _____
(Use the amount from line 10 from the calculation on page 2 of this worksheet.)
- C. Write the amount that is lower of question A or B. _____
- D. Check appropriate category.

_____ \leq \$5,000 (Less than or equal to \$5,000)
Safe Work Practices and Work Site Clearance

_____ $>$ \$5,000 - $<$ \$25,000 (Greater than \$5,000 but less than or equal to \$25,000)
Risk Assessment and Interim Controls

_____ $>$ \$25,000 (Greater than \$25,000)
Risk Assessment and Hazard Abatement

Calculating Level of Rehabilitation Assistance: Worksheet #3
Multi Family—Projects that include both Federally-assisted and non-assisted units

Worksheet #3
Page 2 of 3

1. Federal Dollars in the Project	<input type="text"/>	
2. Number of Units receiving assistance	<input type="text"/>	
3. Federal Assistance Per Unit (line 1 ÷ line 2)		<input type="text"/>
4. Rehab hard costs for all assisted dwelling units (not including common/exterior areas) (line 29)	<input type="text"/>	
5. Number of Federally assisted units in the project	<input type="text"/>	
6. Dwelling unit costs (Line 4 ÷ line 5)		<input type="text"/>
7. Rehab hard costs for common areas and exterior surfaces (line 30)	<input type="text"/>	
8. Total Number of units in the project	<input type="text"/>	
9. Common Area Costs(Line 7 ÷ line 8)		<input type="text"/>
10. Rehab Hard Costs Per Unit (line 6 + line 9)		<input type="text"/>

Calculating Level of Rehabilitation Assistance: Worksheet #3
Multi Family—Projects that include both Federally-assisted and non-assisted units

Worksheet #3
Page 3 of 3

11. Total Job Cost

Enter the costs in each corresponding box for lines 12 through 24.

12. Financing Fees

13. Credit Reports

14. Title Binders & Insurance

15. Recordation Fees & transaction Taxes

16. Legal & Accounting Fees

17. Appraisals

18. Architectural & Engineering Fees

19. Project Costs incurred by PJ directly
related to the project

20. Administrative Costs

21. Relocation Costs

22. Environmental Reviews

23. Acquisition of the Property

24. Lead Hazard Evaluation & Reduction
Costs*

25. Other Soft Costs

26. Total Soft Costs (add lines 12 through 25)

27. **Rehabilitation Hard Costs** (Line 11 – (minus)
Line 26)

28. Determine the percentage of costs attributable to dwelling
units %

29. **Rehab hard costs for dwelling units (not
including common/exterior areas)** (line 27 X
line 28)

30. **Rehab hard costs for common and exterior
areas** (line 27 – (minus) line 29)

* Lead hazard evaluation and reduction costs include costs associated with site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to lead-based paint hazard reduction.