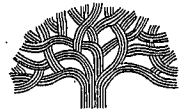


# CITY of OAKLAND



250 FRANK H. OGAWA PLAZA \* SUITE 5313 \* OAKLAND, CALIFORNIA \* 94612-2034

Department of Housing and Community Development  
Residential Lending Services  
[www.oaklandnet.com](http://www.oaklandnet.com)

Main #: (510) 238-3909  
FAX (510) 238-3794  
TDD (510) 238-3254

## DEAR CONTRACTOR:

Thank you for your interest in inclusion on the List of Contractors for Residential Lending and Rehabilitation Services. However, prior to adding your name, we will need the following information:

- a. Completed Contractor's Application (attached)
- b. Certificate of General Liability Insurance in the amount of \$300,000 Bodily Injury, and \$100,000 Property Damage (required before any jobs can be awarded and contracts signed).
- c. Copy of your current Contractor State License.
- d. Copy of your current Workers Compensation Insurance (*if applicable*).
- e. Copy of your Oakland Business License.
- f. W-9 form (attached)
- g. \*Copy of your (Supervisor) Lead Abatement Certificate (*if applicable*).
- h. Copy of your BPI (energy training) certification (*if applicable*).
- i. Copy of your EPA Certification (***mandatory for inclusion on the list***).

After submission of the above documents and a review of your listed references, your name will be added to our list for AIP and small jobs. You may also be invited to meet with our Manager, Loyd Ware, at which time we will ask you to bring a portfolio (including photos) of previous work you've done. **That portfolio should include work listed on your contractor application as well as a dollar amount of the work done.** Written references as well as photos from jobs you have completed would be very helpful.

You will be added to our rotational invitation list for HMIP projects after meeting with and upon determination by the Division Manager.

**\*Note:** Information is included on Training and Certification Requirements for doing lead-abatement paint projects as well as links to accredited training facilities. **Your company MUST have at least one member or employee who has completed the SUPERVISOR lead-abatement training before being considered for our Lead-Safe Paint Program as a contractor.**

Additionally, you need to register with the Department of Contracting and Purchasing (See Notice to All Vendors). Please contact them directly if you have questions about this process.

Dear Contractor  
Page – 2 –

You can email, mail or drop off the above documents to:

Marlene Labat, Admin. Assistant  
CITY OF OAKLAND  
DHCD/Residential Lending Services  
250 Frank H. Ogawa Plaza, Suite 5313  
Oakland, California 94612  
(drop off hours: 9:00 a.m. – 4:30 p.m., M – Friday)

If you have any questions, call me at (510) 238-3531 or email me:  
[mlabat@oaklandnet.com](mailto:mlabat@oaklandnet.com).

Sincerely,

A handwritten signature in cursive script that reads "Marlene Labat". The signature is fluid and elegant, with the first name "Marlene" being larger and more prominent than the last name "Labat".

Marlene Labat, Administrative Assistant  
DHCD/Residential Lending Services

Enclosures

(newcontractor-coverltr-rev111213)

**SPECIAL NOTE:** The Residential Lending Services' Division Contractor List is made available to homeowners who've gone through our program, City staff, and outside requesters of the list. **WE CANNOT GUARANTEE YOU WILL RECEIVE ANY WORK AS A RESULT OF BEING ON THE CONTRACTOR LIST.**

**CITY OF OAKLAND**

Department of Housing and Community Development  
Residential Lending and Housing Rehabilitation Services  
Website: [www.oaklandnet.com/government/hcd](http://www.oaklandnet.com/government/hcd)

250 Frank H. Ogawa Plaza  
Suite 5313, Oakland, CA 94612  
(510) 238-3909 (Main #)  
(510) 238-3254 (TDD)  
(510) 238-3794 (FAX)

**CONTRACTOR'S APPLICATION**

---

Print Name of Firm

---

Print Name of License Holder

---

Business Address

City

State

Zip Code

---

Business Phone Number

Contact Person:

Phone No.

---

E-mail address/website

Fax No.:

Cell Phone/Other Phone

---

Contractor's License No.:

Classification(s)

Exp. Date

Employer Tax ID or Soc Sec #

---

**NAME(S) OF SOLE PROPRIETOR, PARTNERS (if partnership) OR CORPORATE OFFICERS (if corporation)**

---

Name

Title

Soc. Sec. No.

Phone No.

---

Name

Title

Soc. Sec. No.

Phone No.

---

Name

Title

Soc. Sec. No.

Phone No.

---

Name

Title

Soc. Sec. No.

Phone No.

---

Name

Title

Soc. Sec. No.

Phone No.

---

Other Cities in which your firm or principals have operated: 

---

**BUSINESS REFERENCES** (include banks, material suppliers, creditors, etc., use additional page if necessary)

Firm's Name	Address	Phone No.	Contact Person
Firm's Name	Address	Phone No.	Contact Person
Firm's Name	Address	Phone No.	Contact Person
Firm's Name	Address	Phone No.	Contact Person
Firm's Name	Address	Phone No.	Contact Person

Have you ever filed bankruptcy? ☐ Yes ☐ No

Do you have an Oakland Business License? ☐ Yes ☐ No  
 If yes, Business License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a (Supervisor) Lead Abatement Operative Certification? ☐ Yes ☐ No

Do you have an EPA Certification? ☐ Yes ☐ No Date received: \_\_\_\_\_

\*\*\*\*\*

**The undersigned certifies that all information given herein is correct and that the information may be verified from any source and further agrees:**

- 1) That the California Contractor's License and bond are current and that the undersigned agrees to maintain current status of all licenses and bonds as required by the State of California and the City of Oakland.
- 2) That the contractor will perform the work in accordance with the description of work, general specification and all applicable City of Oakland codes and regulations and be subject to final inspection by the City of Oakland.
- 3) That if the work performed by the Contractor is found to be unsatisfactory or if the contract relations between the contractor, homeowners, or other parties are found to be unsatisfactory, the City may remove his/her name from the list of selected contractors without notice.
- 4) That copies of current State Contractor's License, liability insurance, worker's compensation insurance, EPA certification, and Oakland business license are enclosed with this application; and that the undersigned will provide updated copies of the aforementioned items on request.
- 5) That he/she will abide by all applicable equal employment opportunity regulations.

By: \_\_\_\_\_  
 Name Title Date

**LIST CONSTRUCTION EXPERIENCE OF EACH OF THE PRINCIPALS:** (Indicate if experience is new construction, rehabilitation, historic renovation, lead abatement, etc. (Use additional page if needed)

Name: \_\_\_\_\_ No. of years in Business: \_\_\_\_\_  
Experience: \_\_\_\_\_

Name: \_\_\_\_\_ No. of years in Business: \_\_\_\_\_  
Experience: \_\_\_\_\_

Name: \_\_\_\_\_ No. of years in Business: \_\_\_\_\_  
Experience: \_\_\_\_\_

Name: \_\_\_\_\_ No. of years in Business: \_\_\_\_\_  
Experience: \_\_\_\_\_

\*\*\*\*\*  
**RECENT CUSTOMERS FOR WHOM YOU HAVE DONE WORK:** (Please include dollar amount of project, approximate date work was completed; and photos if available.)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Work done \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Work Done \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Work Done \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Work Done \_\_\_\_\_

PLEASE RETURN FORMS TO: MARLENE LABAT, DHCD/Residential Lending and Housing  
Rehabilitation Services, 250 Frank H. Ogawa Plaza, Suite 5313, Oakland, CA 94612;  
email: [mlabat@oaklandnet.com](mailto:mlabat@oaklandnet.com)



# NOTICE TO ALL VENDORS

- The City of Oakland has implemented the iSupplier Portal by Oracle.
- iSupplier portal is an internet interface by which suppliers can view their purchase orders, deliveries, invoices, and payment status. Suppliers can also create invoices on purchase orders.
- iSupplier portal also allows the City of Oakland to send suppliers electronic notification of bid opportunities based on the categories the suppliers have indicated on their supplier profiles.
- iSupplier portal is a completely electronic interface. No special software, aside from a web browser such as Microsoft's Internet Explorer 7 or below, is required to access this system. Macintosh users using Firefox is also supported.

## Registering in the iSupplier System

1. A link to the URL for new suppliers can be found by going to [www2.oaklandnet.com](http://www2.oaklandnet.com).
2. Click on the green "Business" tab.
3. Go to "Contracting with the City (iSupplier)".
4. Click on the link "Register" under the iSupplier logo which will take you to the registration page.
5. Please read and follow the "Supplier Naming Standards" then click on "continue to register" link.
6. Enter your company's details. Field names that have an asterisk ("\*") are mandatory fields and must be completed in order to register.
7. Click the [Register] button after completing all fields. Your company's detailed information will be submitted to the City of Oakland for approval.

## **\*\* Important Note \*\***

### If you receive a message that you are already a supplier with the City of Oakland while registering, please do the following:

- Contact the Department of Contracting and Purchasing (DCP) by mail 250 Frank H. Ogawa Plaza Suite 3341, Oakland, Ca. 94612, by email at [isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com), by fax (510) 238-7568 / (510) 238-3363 or call Linda Jones at (510) 238-7736 / (510) 238-3970 or Novette Flores at (510) 238-3203.
- Please provide your company name, contact name, telephone number and the email address you wish to use as the main business contact. The City will send you an invitation to fill out and submit.

### If you do not receive an email invitation from the City, please do the following:

- ☐ Check the spam inbox and look for an email from "ebusiness@oaklandnet.com" and place it back into the inbox. "Please remember that defaulting to a spam inbox is common for all emails that are system generated"
- ☐ If you are using "AOL" please speak to your internet service provider about their spam filters.
- ☐ Email [isupplier@oaklandnet.com](mailto:isupplier@oaklandnet.com) or call L. Jones at (510) 238-7736 or N. Flores at (510) 238-3203.

Before the City of Oakland can approve your iSupplier registration your company must fill in and submit by fax, email or mail the following forms (use contact information above):

- Form W-9 Request for Taxpayer Identification Number and Certification
- California Form 590 Withholding Exemption Certificate



### **Please Remember:**

- The email address you provided is the iSupplier username and the password is system generated.
- When approved, you will receive an email confirmation with your iSupplier username and password.

**IF YOU'RE NOT  
LEAD-SAFE CERTIFIED,  
DISTURBING  
JUST SIX  
SQUARE FEET  
COULD COST YOU  
BIG TIME**



**If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.**

## **WHAT**

The Lead-Based Paint Renovation, Repair and Painting (RRP) rule is a federal regulatory program affecting anyone who disturbs painted surfaces where lead may be present.

- Submit an application to certify your firm for five years.
- A one-day class will certify your renovators for five years.
- Learn the required steps to contain the work area, minimize dust and thoroughly clean up every day.

## **WHO**

- Any contractor, including renovators, electricians, HVAC specialists, plumbers, painters and maintenance staff, who disrupts more than six square feet of lead paint in pre-1978 homes, schools, day care centers and other places where children spend time.

## **WHY**

1. Avoid risk of government fines and civil liability:
  - Without certification and by not following approved practices, you and your company can face tens of thousands of dollars in fines and put yourself and your company at risk of potential lawsuits.
2. Protect your workers, yourself and your customers from a health risk:
  - Dust from renovation, repairs and painting can contaminate an entire home and, if inhaled or ingested, can cause irreversible damage to children and adults.
3. Gain competitive advantage:
  - Certification makes you stand out from others and positions you as a professional contractor consumers can trust. Using your company's certification in your marketing materials may help attract business.
  - Consumers will look for the certification before hiring contractors and may be more accepting of additional costs and time associated with doing the job safely.
  - Upon certification of your firm, your company will be listed as a Lead-Safe Certified Contractor on the EPA website, giving your firm the potential for new customers.

## **WHERE**

**To find an accredited trainer in your local area or get additional info, go to [epa.gov/getleadsafe](http://epa.gov/getleadsafe) or call 800-424-LEAD.**

## **WHEN**

**Now** — Certification requirements begin April 22, 2010.



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# Community Development Agency

Chris Bazar, Agency Director

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## Healthy Homes Department

 Mariela Narvaez-Rosier  
Director

Previously known as the Lead Poisoning Prevention Department

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## Laws and Regulations about Lead

- [California Lead Laws](#)
- [Federal Lead Laws](#)
- [Resource List](#)

## Quick Guide to Lead Regulations That May Affect You

Over the last decade a number of federal and state laws and regulations have been enacted. If you are a property owner, contractor, painter or maintenance worker, there are some particular regulations, described below, that are important to become familiar with in order to avoid fines and penalties. The rules were enacted to prevent lead exposures to occupants, neighbors and workers. Some general rules of thumb to help you comply with lead regulations are:

- Assume that paint on a home built before 1978 is lead-based.
- Maintain your property and keep the paint intact.
- If you are painting or remodeling, use lead-safe work practices including proper containment.
- Disclose lead hazards and provide the pamphlet "Protect Your Family From Lead in Your Home" to potential tenants and buyers.
- Review the table below and learn more about the regulations that apply to your situation.

If you are a:	This regulation may apply to you:
Contractor Painter Maintenance worker	<a href="#">California Health &amp; Safety Code, and Housing Law Title X, TSCA 406(b)</a> <a href="#">Cal OSHA</a> <a href="#">Lead Abatement Contractors: Title 17</a> <a href="#">Lead-Based Paint Debris Disposal</a> <a href="#">EPA Rule: Lead: Renovation, Repair, and Painting</a>
Owner Occupant Homeowner: Conducting home improvements:	<a href="#">Disclosure Rule: Title X Section 1018</a> <a href="#">California Health &amp; Safety Code, Housing Law Title 17</a> <a href="#">Cal OSHA (with hired workers)</a> <a href="#">Lead-Based Paint Debris Disposal</a> EPA Rule: Lead: Renovation, Repair, and Painting
Rental Property Owner: Conducting repairs:	<a href="#">Disclosure Rule: Title X Section 1018</a> <a href="#">California Health &amp; Safety Code, Housing Law Title 17</a> <a href="#">Cal OSHA (with hired workers)</a> <a href="#">Lead-Based Paint Debris Disposal</a>
Section 8 participant:	<a href="#">EPA Rule: Lead: Renovation, Repair, and Painting</a> Above regulations plus HUD Lead Safe Housing Rule
Tenant	See above for rental property owner requirements
Concerned about schools	<a href="#">Lead-Safe Schools Protection Act</a>
Medical Provider	<a href="#">Childhood Lead Poisoning Prevention Act</a> <a href="#">Lead Exposure Screening</a> <a href="#">Reporting of Blood Lead Levels</a> <a href="#">California Health &amp; Safety Code Title 17</a>
Consumer	<a href="#">Consumer Product Safety Commission Recalls</a> <a href="#">Lead in Children's Toys</a>

The following is a short summary of some of the existing and proposed lead laws and regulations. For more information please see the full text of the regulations which can be found by following the links provided.



## CALIFORNIA LEAD LAWS AND REGULATIONS

For more complete information on California lead laws and regulations:

<http://www.cdph.ca.gov/programs/CLPPB/Pages/AboutCLPPB.aspx#CAstatutes>

### Lead in drinking water

On September 30, 2006 the governor signed a Bill to reduce the allowable content of lead-containing products in our drinking water system. AB 1953, sponsored by Assembly Member Wilma Chan, amends Section 116875 of the Health and Safety Code to reduce the allowable lead content in pipes and plumbing fixtures.

For more information:

- see the complete text of AB 1953 and the [Health and Safety Code Section 116875](#)
- for prevention go to the [Lead in Water page](#).

### California Health and Safety Code, and State Housing Law

State codes and laws now make existing lead hazards, or creating a lead hazard, a violation subject to fines and/or imprisonment. This means that pre-1978 homes should be maintained so that they are lead-safe, with the paint intact. It also means that if you are conducting activities that disturb painted surfaces on a pre-1978 building, you must take steps to contain the paint chips and dust. There are also some prohibited renovation activities. Alameda County Lead Poisoning Prevention Program offers classes in lead-safe work practices [for property owners](#) and [contractors](#).

For more complete information on California lead laws and regulations:

<http://www.cdph.ca.gov/programs/CLPPB/Pages/AboutCLPPB.aspx#CAstatutes>

Assembly Bill 2861 (passed in 2006) increased the penalty for failing to cease an activity that creates a lead hazard after receiving an order of violation by establishing a fine of as much as \$5,000 or six months in jail or both for the second order of violation.

For more information see the complete text of [AB 2861](#). (PDF - 46kB)

### Cal-OSHA

The Lead-in-Construction Standard is in place to protect the health and safety of employees who engage in lead-related construction work, including construction, demolition, renovation and repair. Contractors disturbing more than 100 square feet or more than 100 linear feet of lead-containing materials must take steps to prevent worker exposures to lead and are required to notify the Department of Industrial Relations at least 24 hours prior to beginning work. For more information about Cal-OSHA Lead Regulations go to: <http://www.cdph.ca.gov/programs/olppp/Pages/Links.aspx>

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### California Code of Regulations, Title 17, Division 1, Chapter 8, § 35001 - 36100 Accreditation, Certification, and Work Practices for Lead-Based Paint and Lead Hazards

Title 17 requires that work on any structure built before January 1, 1978 must use lead-safe work practices including containment and clean the work area after the project is completed. The revised state law went into effect on April 30, 2008 and applies to everyone including contractors, painters, homeowners, renters, and maintenance staff. The regulations also cover accreditation of training providers and certification of individuals to perform lead abatement and sets work practice standards for lead hazard evaluations and the abatement of lead hazards.

Title 17 implements the mandates of the California Health and Safety Code regarding lead-based paint and lead hazards. Title 17 references its authority in applicable sections of the Health and Safety Code, Civil Code, Government Code, and Revenue and Taxation Code. For the complete text of the Title 17 regulation go to: [Complete text of the Title 17 regulation](#) \*

### Lead-Based Paint Debris Disposal

California EPA requires that presumed (pre-1978) lead-based paint chips and dust be disposed of as hazardous waste. Everyone who handles lead-based paint debris should follow several common sense measures:

- Collect paint chips, dust, dirt, and rubble in 6-mil plastic trash bags for disposal.
- Store larger lead-based painted building parts in containers until ready for disposal.
- If possible, use a covered, locked, mobile dumpster to store lead-based paint debris until the job is done. Alternatively, plastic-wrapped lead-based painted debris can be kept in a locked room or yard until the job is done and the waste is ready to be disposed.
- Contact the [Alameda County Household Hazardous Waste Program](#) for sites where lead-based paint debris can be disposed.

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### Proposition 65 - The Safe Drinking Water and Toxic Enforcement Act of 1986

Proposition 65, the [Safe Drinking Water and Toxic Enforcement Act of 1986](#), was enacted as a ballot initiative in November 1986. The Proposition was intended by its authors to protect California citizens and the State's drinking water sources from chemicals known to cause cancer, birth defects or other reproductive harm, and to inform citizens about exposures to such chemicals with a warning label or sign.

While many exposures are associated with industrial activities or chemicals, everyday items routinely contains many chemicals. The State's list includes chemicals found in furniture, carpeting, and many building materials. Proposition 65 requires the Governor to publish, at least annually, a list of chemicals known to the state to cause cancer or reproductive toxicity ([http://www.oehha.ca.gov/prop65/prop65\\_list/Newlist.html](http://www.oehha.ca.gov/prop65/prop65_list/Newlist.html)).

To receive more information about the chemicals of concern and the levels of exposure related to a particular product's use, you should contact the manufacturer of the product. The decision to provide a Proposition 65 warning is made by the manufacturer based upon its knowledge of the types of chemical exposures it is responsible for causing to individuals.

### Proposition 65 and Tableware



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## Community Development Agency

Chris Bazar, Agency Director

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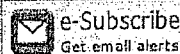
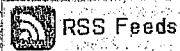
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## Healthy Homes Department

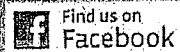
Mancala Narvaez Foster  
Director

Previously known as the Lead Poisoning Prevention Department

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## Lead-Safe Work Classes

Para información en Español haga clic aquí.

Under Federal Environmental Protection Agency (EPA) rules, anyone conducting renovation, repair or painting work for compensation in a pre-1978 residence, childcare facility or school must be trained, EPA certified, and use lead-safe work practices. This rule includes rental property owners and property managers. For more information about the EPA Renovation, Repair and Painting rule (RRP) go to [www.epa.gov/getleadsafe](http://www.epa.gov/getleadsafe).

Under State of California law it is a violation for anyone to use work practices that create a lead hazard.

Where Can I Get Training?

The Alameda County Lead Poisoning Prevention Program is an EPA accredited training provider. We offer classes to owners of pre-1978 residential property in Alameda, Berkeley, Emeryville and Oakland. See class descriptions below. Click here for a [schedule of classes](#) or call 510-567-8280.

We also provide HUD-Approved Lead Safe Work Practices training. Class availability is limited.

For information about California Department of Public Health Lead-in-Construction program certification and a list of state-accredited training providers, please go to: <http://www.cdph.ca.gov/programs/CLPPB/Pages/LRCNav.aspx>

The following is a list of other EPA accredited training providers in the Bay Area where you can obtain training and EPA lead-safe renovator certification. For the most up to date list of training providers go to [www.epa.gov/getleadsafe](http://www.epa.gov/getleadsafe)

ACC Environmental Consultants, Inc. 510-638-8400 [training@accenv.com](mailto:training@accenv.com)

\*CAL Inc. 707-446-7996 Ext 177 [cwroten@cal-inc.com](mailto:cwroten@cal-inc.com)

Contractors Career Centers, Inc. 818-303-4691

\*Environmental Safety Training Professionals 800-968-0590 [estp@estp.org](mailto:estp@estp.org)

Global Environmental Network Inc. 800-230-6944 [training@safetygeni.com](mailto:training@safetygeni.com)

\*Lead Free, a Division of MEDA 415-282-3334 ext. 145

HomeSafe 800-648-LEAD

\*NATEC International, Inc. (800) 969-3228 [Training@NATECintl.com](mailto:Training@NATECintl.com)

\*RGA 510-899-7083 [wendy.newell@rgaenv.com](mailto:wendy.newell@rgaenv.com)

S&A 510-645-6200 [gcass@sca-enviro.com](mailto:gcass@sca-enviro.com)

\*Sol Environmental, Inc. 866-611-9841 [info@solenvironmental.com](mailto:info@solenvironmental.com)

UC Berkeley Center for Occupational & Environmental Health 510-643-7277

Wangerin Environmental 925-825-1066 [tomwangerin@gmail.com](mailto:tomwangerin@gmail.com)

\* These training providers may offer classes in Spanish

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## Class Descriptions

## Lead Safety for Renovation, Repair and Painting

## Training and Certification Requirements for Federally-Assisted Housing Rehabilitation

<p><b>1. EPA Renovation, Repair and Painting Rule (RRP)</b>  Applies to all projects in pre-1978 housing or child-occupied facilities where more than six square feet of interior or 20 square feet of exterior paint is disturbed, or any window replacement or demolition.</p>	<ul style="list-style-type: none"> <li>• The company must be registered with the EPA as a Lead Certified Firm.</li> <li>• At least one Lead-Certified Renovator (by completion of RRP class) assigned to the project.</li> <li>• All other workers who disturb painted surfaces must have on-the-job training from the Lead-Certified Renovator.</li> </ul>
<p><b>2. HUD Lead-Safe Housing Rule</b>  Applies to all paint disturbing work in pre-1978 federally-assisted housing.</p>	<ul style="list-style-type: none"> <li>• At least one DPH*-certified Lead-Related Construction Supervisor.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• All workers disturbing paint, demolishing components, or otherwise working with leaded materials have to have at least the one-day Lead-Safe Work Practices Training (for which they will receive a Training Completion Form).</li> </ul> <p><b>ALSO</b></p> <ul style="list-style-type: none"> <li>• Any workers doing permanent abatement (removal, chemical stripping, enclosure, encapsulation) have to be a DPH-certified Lead-Related Construction Worker or Supervisor and under the supervision of a DPH-certified Lead-Related Construction Supervisor.</li> </ul>
<p><b>3. ACLPPP projects</b>  Applies to all Lead Hazard Control Projects carried out by the ACLPPP and is strongly recommended for any government-funded housing rehabilitation where pre-1978 paint is disturbed.</p>	<ul style="list-style-type: none"> <li>• At least one DPH*-certified Lead-Related Construction Supervisor</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• All other workers disturbing paint, demolishing components, or otherwise working with leaded materials have to have at least the one-day Lead-Safe Work Practices Training (for which they will receive a Training Completion Form).</li> </ul> <p><b>ALSO</b></p> <ul style="list-style-type: none"> <li>• Any workers doing permanent abatement (removal, chemical stripping, enclosure, encapsulation) have to be a DPH-certified Lead-Related Construction Worker or Supervisor.</li> </ul>

\* DPH: California State Department of Public Health

Lead requirements for contractors for our program are:

- At least one DPH\*-certified Lead-Related Construction Supervisor
  - All other workers disturbing paint, demolishing components, or otherwise working with leaded materials have to have at least the one-day Lead-Safe Work Practices Training (for which they will receive a Training Completion Form)
  - Any workers doing permanent abatement (removal, chemical stripping, enclosure, encapsulation) have to be a DPH-certified Lead-Related Construction Worker or Supervisor
- AND for new EPA Renovation, Repair and Painting (RRP) Rule, effective April 22, 2010
- The company must be registered with the EPA as a Lead Certified Firm
  - At least one Lead-Certified Renovator (by completion of RRP class) assigned to the project

#### DPH Certification Training

Supervisor is a five-day training plus separate test and fee to DPH

Worker is a three-day class plus fee to DPH

Lead-Safe Work Practices is at least a one-day course, although the 3-day and the Initial RRP class would also qualify

#### Certified Training list:

<http://www.cdph.ca.gov/programs/CLRPB/Pages/LRCCourseList.aspx>

#### RRP Rule/Training Information

RRP course is either a one-day Initial class or completion of one of the other classes (Supervisor, Worker, LSWP) and a 4 hour refresher.

EPA-accredited Lead RRP training providers:

EPA Region IX: <http://www.epa.gov/region09/toxic/lead/providers-rrp.html>

USEPA: [http://cfpub.epa.gov/flpp/searchrrp\\_training.htm](http://cfpub.epa.gov/flpp/searchrrp_training.htm)

National Center for Healthy Housing: <http://www.nchh.org/>

There are a number of other local EPA-accredited training providers that provide EPA Lead RRP training:

CAL Inc. 707-446-7996 Ext 177 [cwroten@cal-inc.com](mailto:cwroten@cal-inc.com) [www.cal-inc.com](http://www.cal-inc.com)

Environmental Safety 800-968-0590 [www.estp.org](http://www.estp.org)

Global Environmental Network Inc. 800-230-6944 [brown@safetygeni.com](mailto:brown@safetygeni.com) [www.SafetyGeni.com](http://www.SafetyGeni.com)

HomeSafe: 800-648-LEAD [www.homesafetraining.com](http://www.homesafetraining.com)

RGA: 510-899-7083 [wendy.newell@rgaenv.com](mailto:wendy.newell@rgaenv.com) [www.rgatraining.com](http://www.rgatraining.com)

S&A: 510-645-6200 [gcass@sca-enviro.com](mailto:gcass@sca-enviro.com) [www.sca-enviro.com](http://www.sca-enviro.com)

Wangerin Environmental 925-825-1066 [tomwangerin@gmail.com](mailto:tomwangerin@gmail.com) [www.wangerinenvironmental.com](http://www.wangerinenvironmental.com)

The ACLPPP has been providing the one-day and RRP refresher classes, but our classes are now full and we're not opening up registration until June 1<sup>st</sup>.

\* DPH is the California Department of Public Health

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2:	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+					
or								
Employer identification number								
			+					

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

**Exempt payees.** Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients 1 through 7

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.



## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization:
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



## HOME MAINTENANCE AND IMPROVEMENT LOAN PROGRAM SELECTION (Addendum to Rehabilitation Loan Application)

<input type="checkbox"/> By marking this box and signing below, you acknowledge you are applying for the <b>Home Maintenance and Improvement Program. Please complete and sign the attached Homeowner's Statement</b>					
Borrower's Name (Print)			Co-Borrower's Name (Print)		
Borrower's Signature		Date	Co-Borrower's Signature		Date
For Office Use Only	Date Received	Application No.	District	Census Tract	Flood <input type="checkbox"/> Yes <input type="checkbox"/> No

### Program Description

<b>PURPOSE:</b>	The <b>Home Maintenance and Improvement Program (HMIP)</b> is a City of Oakland Housing Rehabilitation program that offers loans to owner-occupied low-income households to correct health and safety related repairs, including building code deficiencies. Loans are not made for payment or reimbursement of completed or in-process repair costs.				
<b>REQUIREMENTS</b>					
<b>LOCATION:</b>	<ul style="list-style-type: none"> <li>Property must be located in one of the seven Community Development Districts.</li> </ul>				
<b>OCCUPANCY:</b>	<ul style="list-style-type: none"> <li>Single family residences must have been owner-occupied for a minimum of 1 year by low-income households</li> <li>Two-unit structures must have at least one unit occupied by a low-income household</li> <li>Three-to-Four unit structures must have at least 51% of the units occupied by low-moderate income households.</li> <li>All vested recorded owners of the property must complete the application even if they do not occupy the property.</li> </ul>				
<b>Types of HMIP Loans</b>		<b>DEFERRED LOAN 0% INTEREST</b>		<b>DEFERRED LOAN 3% INTEREST</b>	
<b>INTEREST RATE:</b>	<ul style="list-style-type: none"> <li>0% Interest</li> </ul>		<ul style="list-style-type: none"> <li>3% Interest</li> </ul>		
<b>PAYMENTS/TERMS:</b>	<ul style="list-style-type: none"> <li>No Periodic Payments</li> <li>Loan will be paid upon the sale or transfer of title of property or when the property is no longer owner-occupied.</li> </ul>		<ul style="list-style-type: none"> <li>No Periodic Payments</li> <li>Loan will be paid upon the sale or transfer of title of property or when the property is no longer owner-occupied.</li> </ul>		
<b>SECURITY:</b>	<ul style="list-style-type: none"> <li>Deed of Trust</li> </ul>		<ul style="list-style-type: none"> <li>Deed of Trust</li> </ul>		
<b>PREPAYMENT:</b>	<ul style="list-style-type: none"> <li>None</li> </ul>		<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>CLOSING COSTS:</b>	<ul style="list-style-type: none"> <li>\$500</li> </ul>		<ul style="list-style-type: none"> <li>\$500</li> </ul>		
<b>MAXIMUM LOAN AMOUNTS:</b>	<ul style="list-style-type: none"> <li>\$75,000 for single family (or the cost of rehabilitation, whichever is less) and \$5,000 for each additional unit, up to four units.</li> </ul>		<ul style="list-style-type: none"> <li>\$75,000 for single family (or the cost of rehabilitation, whichever is less) and \$5,000 for each additional unit, up to four units.</li> </ul>		
<b>INCOME:</b>	<ul style="list-style-type: none"> <li>Annual Household Income cannot exceed 50% of the established HUD median income limits for Alameda County</li> </ul>		<ul style="list-style-type: none"> <li>Annual Household Income cannot exceed 80% of the established HUD median income limits for Alameda County</li> </ul>		
<i>Income of all household members who are 18 years or older must be considered to determine income eligibility.</i>					
<b>Income Limits</b>		<b>Household Size</b>	<b>Maximum Income</b>	<b>Household Size</b>	<b>Maximum Income</b>
		1	\$31,250	1	\$45,100
		2	\$35,700	2	\$51,550
		3	\$40,150	3	\$58,000
		4	\$44,600	4	\$64,400
		5	\$48,200	5	\$69,600
		6	\$51,750	6	\$74,750
		7	\$55,350	7	\$79,900
		8	\$58,900	8	\$85,050

**EMERGENCY HOME REPAIR LOAN PROGRAM SELECTION  
(Addendum to Residential Rehabilitation Loan Application)**

<input type="checkbox"/> By marking this box and signing below, you acknowledge you are applying for the <b>Emergency Home Repair Program</b> . <b>Please complete and sign the attached Homeowner's Statement.</b>					
Subject Property Address (street, city, state, zip)					
Borrower's Name (Print)			Co-Borrower's Name (Print)		
Borrower's Signature		Date	Co-Borrower's Signature		Date
For Office Use Only	Date Received	Application No.	District	Census Tract	Flood <input type="checkbox"/> Yes <input type="checkbox"/> No

**Program Description**

PURPOSE:	The EMERGENCY HOME REPAIR PROGRAM (EHRP) provides loan funds for home repairs that require immediate attention, such as emergency violations issued by a Fire Marshall, Health Officer or Code Enforcement Officer, leaking roof or sewer break.				
<b>REQUIREMENTS</b>					
LOCATION:	<ul style="list-style-type: none"> <li>Property must be located in the City of Oakland.</li> </ul>				
ELIGIBLE ITEMS:	<ul style="list-style-type: none"> <li>Loan funds must be used for severe emergency conditions such as major roof repairs, sewer repairs or other major mechanical systems including electrical and plumbing repairs.</li> </ul>				
MINIMUM LOAN AMOUNT:	• \$2,500	MAXIMUM LOAN AMOUNT:		• \$15,000	
INTEREST RATE:	<ul style="list-style-type: none"> <li>Zero Interest</li> </ul>				
PAYMENTS/TERM:	<ul style="list-style-type: none"> <li>No periodic payments</li> <li>Loan will be paid upon the sale, transfer of title of property, and refinance (under certain conditions)</li> </ul>				
PREPAYMENT PENALTY:	<ul style="list-style-type: none"> <li>None</li> </ul>				
SECURITY:	<ul style="list-style-type: none"> <li>Deed of Trust</li> </ul>				
CLOSING COST	<ul style="list-style-type: none"> <li>\$350</li> </ul>				
OCCUPANCY:	<ul style="list-style-type: none"> <li>Applicant must occupy the property</li> </ul>				
OWNERS ON RECORD:	<ul style="list-style-type: none"> <li>All owners on record must apply</li> </ul>				
INCOME:	<ul style="list-style-type: none"> <li>Applicant's annual household income cannot exceed the income limits (50% AMI) listed below. Income of all household members who are 18 years or older must be considered to determine income eligibility (includes house/roommates).</li> </ul>				
<b>INCOME LIMITS</b>	<b>Household Size</b>	<b>Maximum Income</b>			
	1	\$31,250			
	2	\$35,700			
	3	\$40,150			
	4	\$44,600			
	5	\$48,200			
	6	\$51,750			
	7	\$55,350			
	8	\$58,900			

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Revised 6/18/13

**LEAD-SAFE HOMES PROGRAM SELECTION**  
(Addendum to Residential Grant Application)

<input type="checkbox"/> By marking this box and signing below, you acknowledge you are applying for the Lead-Safe Homes Program. Complete and sign attached Request for Lead Evaluation and Consultation Services.					
Applicant's Name			Co-Applicant's Name		
Applicant's Signature		Date	Co-Applicant's Signature		Date
For Office Use Only	Date Received	Application No.	District	Census Tract	Flood <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____ _____ <div style="text-align: right;">           Application Approved _____ Date _____         </div>					

**Program Description**

<b>PURPOSE:</b>	The Lead-Safe Homes Program provides grants to very low-income, disabled and/or Senior homeowners. Funds must be used for exterior house painting and other related lead-based paint hazards reduction services. Limited grants are available to families with children under age 6 and expectant mothers.		
<b>REQUIREMENTS:</b>			
<b>LOCATION:</b>	<ul style="list-style-type: none"> <li>Property must be located in one of the seven Community Development Districts.</li> </ul>		
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>A risk assessment for lead-based paint hazards must be performed at the property.</li> <li>All property owners on record must apply.</li> </ul> <p align="center"><b>AND</b></p> <ul style="list-style-type: none"> <li>The head of the household must be at least 62 years of age, or have a physical disability.</li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>There must be children age 6 or under and/or expectant mothers in the household.</li> </ul>		
<b>MAXIMUM GRANT AMOUNT:</b>	<ul style="list-style-type: none"> <li>Grants are limited to the amount needed to correct lead hazards, interior painting, exterior painting and/or soil treatment.</li> </ul>		
<b>OCCUPANCY:</b>	Owner-occupied		
<b>INCOME:</b>	<ul style="list-style-type: none"> <li>Total household income must meet the Income Limits criteria.</li> <li>Income of all household members 18 or older, including house/roommates, will be considered to determine income eligibility.</li> </ul>		
<b>INCOME LIMITS:</b>	Household Size	Maximum Income (50%) Seniors/Disabled	Maximum Income (80%) Households w/ Children
	1	\$31,250	\$45,100
	2	\$35,700	\$51,550
	3	\$40,150	\$58,000
	4	\$44,600	\$64,400
	5	\$48,200	\$69,600
	6	\$51,750	\$74,750
	7	\$55,350	\$79,900
	8	\$58,900	\$85,050

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## WEATHERIZATION AND ENERGY RETROFIT LOAN PROGRAM SELECTION (Addendum to Residential Rehabilitation Loan Application)

☐ By marking this box and signing below, you acknowledge you are applying for the **Weatherization and Energy Retrofit Loan Program**. Please complete and sign the attached Homeowner's Statement

Borrower's Name		Co-Borrower's Name	
Borrower's Signature	Date	Co-Borrower's Signature	Date

For Office Use Only	Date Received	Application No.	District	Census Tract	Flood <input type="checkbox"/> Yes <input type="checkbox"/> No
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### Program Description

<b>PURPOSE:</b>	The <b>Weatherization and Energy Retrofit Loan Program (WERLP)</b> is a City of Oakland program that offers loans to owner-occupied low-income and moderate-income households to provide weatherization services, including baseline energy efficiency upgrades.		
<b>REQUIREMENTS:</b>			
LOCATION:	<ul style="list-style-type: none"> <li>Citywide.</li> </ul>		
ELIGIBLE ITEMS:	<ul style="list-style-type: none"> <li>Loan funds can only be used for a base energy efficiency package of improvements such as attic insulation, caulking, weather-stripping, water heater insulation, energy efficient light fixtures, furnace maintenance and energy saving appliances, as well as systems rehabilitation and replacement, included systems are the roof, furnace, windows, doors and water heater.</li> </ul>		
MINIMUM LOAN AMOUNT	• \$6,500	MAXIMUM LOAN AMOUNT:	• \$30,000
INTEREST RATE:	<ul style="list-style-type: none"> <li>Zero Interest</li> </ul>		
PAYMENTS/TERM:	<ul style="list-style-type: none"> <li>No periodic payments</li> <li>Loan will be paid upon the sale or transfer of title of property or when the property is no longer owner-occupied</li> </ul>		
PREPAYMENT PENALTY:	<ul style="list-style-type: none"> <li>None</li> </ul>		
SECURITY:	<ul style="list-style-type: none"> <li>Deed of Trust</li> </ul>		
CLOSING COST	<ul style="list-style-type: none"> <li>\$350</li> </ul>		
OCCUPANCY:	<ul style="list-style-type: none"> <li>Applicant must have owned and occupied the property for a minimum of 1 year</li> </ul>		
OWNERS ON RECORD:	<ul style="list-style-type: none"> <li>All owners on record must apply</li> </ul>		
INCOME:	<ul style="list-style-type: none"> <li>Applicant's annual household income cannot exceed the income limits listed below. Income of all household members who are 18 years or older must be considered to determine income eligibility (includes house/roommates).</li> </ul>		
<b>INCOME LIMITS:</b>	<b>Household Size</b>	<b>Maximum Income</b>	
	1	\$45,100	
	2	\$51,550	
	3	\$58,000	
	4	\$64,400	
	5	\$69,600	
	6	\$74,750	
	7	\$79,900	
	8	\$85,050	

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## ACCESS IMPROVEMENT PROGRAM SELECTION (Owner-Occupied)

### (Addendum to Residential Grant Application)

<input type="checkbox"/> By marking this box and signing below, you acknowledge you are applying for the Access Improvement Program for <b>Owner-Occupied properties</b> . Have you Physician complete and sign the attached Physician Statement.					
Applicant's Name			Co-Applicant's Name		
Applicant's Signature		Date	Co-Applicant's Signature		Date
For Office Use Only	Date Received	Application No.	District	Census Tract	Flood <input type="checkbox"/> Yes <input type="checkbox"/> No

### Program Description

PURPOSE:	The ACCESS IMPROVEMENT PROGRAM (AIP) is a City of Oakland program that provides grants for accessibility modifications to both owner-occupied and rental properties.				
<b>REQUIREMENTS</b>					
LOCATION:	<ul style="list-style-type: none"> <li>Property must be located in one of the seven Community Development Districts.</li> </ul>				
ELIGIBLE ITEMS:	<ul style="list-style-type: none"> <li>Eligible repairs include: wheelchair ramps or lifts, bathroom modification for wheelchair accessibility, and entry modifications.</li> </ul>				
	<b>OWNER OCCUPIED</b>		<b>RENTAL PROPERTIES</b>		
MAXIMUM GRANT AMOUNT:	<ul style="list-style-type: none"> <li>The maximum grant is \$15,000, except in cases where a lift is required, the maximum amount is \$24,000.</li> </ul>		<ul style="list-style-type: none"> <li>For existing construction, the maximum grant is \$15,000 per unit, except in cases where a lift is required, the maximum amount is \$24,000.</li> <li>For new construction, the maximum grant is \$4,000 per unit or \$16,000 per 4 unit property.</li> </ul>		
OCCUPANCY	<ul style="list-style-type: none"> <li><u>Applicant must occupy the property and maintain the access improvements for at least five years.</u></li> </ul> <p><i>If the owner sells the property, fails to occupy the property, or removes the access improvements within the five-year period, the Owner shall reimburse the City on a prorated basis.</i></p>		<ul style="list-style-type: none"> <li><u>Property owner must agree to rent unit(s) made accessible to disabled person(s) for a minimum of five years.</u></li> </ul> <p><i>If the owner (or his or her successor) terminates the agreement, the owner (or his or her successor) shall reimburse the City on a prorated basis. In the event of change of ownership, the obligation remains through the term of the Agreement.</i></p>		
INCOME	<ul style="list-style-type: none"> <li><u>Owner-Occupant's</u> annual household income cannot exceed 80% of the area median income. Income of all household members who are 18 years or older will be considered to determine income eligibility.</li> </ul>		<ul style="list-style-type: none"> <li><u>Tenant's</u> annual household income cannot exceed 80% of the area median income. Income of all household members who are 18 years or older will be considered to determine income eligibility of the tenant.</li> </ul>		
<b>INCOME LIMITS CURRENTLY IN EFFECT</b>	Family Size		Maximum Income		
	1		\$45,100		
	2		\$51,550		
	3		\$58,000		
	4		\$64,400		
	5		\$69,600		
	6		\$74,750		
	7		\$79,900		
8		\$85,050			

In accordance with Federal, State, and local disability-related laws and regulations, it is the policy of the City of Oakland not to discriminate on the basis of disability in employment or any of its programs, activities, or services. Auxiliary aids and services will be provided upon request

## NEIGHBORHOOD HOUSING REVITALIZATION LOAN PROGRAM SELECTION (Addendum to Rehabilitation Loan Application)

<input type="checkbox"/> By marking this box and signing below, you acknowledge you are applying for the Neighborhood Housing Revitalization Program. <u>Please complete and sign the attachments.</u>					
Subject Property Address (street, city, state, zip)					
Borrower's Name (Print)			Co-Borrower's Name (Print)		
Borrower's Signature		Date	Co-Borrower's Signature		Date
For Office Use Only	Date Received	Application No.	District	Census Tract	Flood <input type="checkbox"/> Yes <input type="checkbox"/> No

### Program Description

PURPOSE:	<ul style="list-style-type: none"> <li>The Neighborhood Housing Revitalization Program (NHRP) provides financial assistance to owners of vacant and blighted residential properties of one to four units that are in need of extensive rehabilitation to correct code violations and to eliminate safety and health hazards.</li> </ul>																		
LOCATION:	<ul style="list-style-type: none"> <li>Property must be located in one of the seven community development districts.</li> </ul>																		
PROPERTY:	<ul style="list-style-type: none"> <li>Single family dwelling or one-to-four residential units.</li> <li>Must be vacant, blighted and have one or more major code violations.</li> </ul>																		
MAXIMUM LOAN AMOUNT:	<ul style="list-style-type: none"> <li>\$150,000</li> </ul>																		
INTEREST RATE:	<ul style="list-style-type: none"> <li>10.00% per year on the unpaid principal balance.</li> </ul>																		
PAYMENTS/TERMS:	<ul style="list-style-type: none"> <li>Payments are deferred for two (2) years with principal and accrued interest due and payable on or before expiration of term.</li> </ul>																		
PREPAYMENT PENALTY:	<ul style="list-style-type: none"> <li>None</li> </ul>																		
SECURITY:	<ul style="list-style-type: none"> <li>Deed of Trust</li> </ul>																		
INTEREST WAIVED:	<ul style="list-style-type: none"> <li>All interest waived if the property is sold to a first-time homebuyer with household income not exceeding 120% of the established HUD median income limits for Alameda County.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Household Size</th><th style="text-align: center;">Maximum Income</th></tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">\$ 74,950</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">\$ 85,650</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">\$ 96,350</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">\$107,050</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">\$115,600</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">\$124,150</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">\$132,750</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">\$141,300</td></tr> </tbody> </table>	Household Size	Maximum Income	1	\$ 74,950	2	\$ 85,650	3	\$ 96,350	4	\$107,050	5	\$115,600	6	\$124,150	7	\$132,750	8	\$141,300
Household Size	Maximum Income																		
1	\$ 74,950																		
2	\$ 85,650																		
3	\$ 96,350																		
4	\$107,050																		
5	\$115,600																		
6	\$124,150																		
7	\$132,750																		
8	\$141,300																		

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Revised 6/18/13

### MINOR HOME REPAIR PROGRAM (MHRP) Program Description

PURPOSE:	The Minor Home Repair Program (MHRP) provides grants for minor home repairs to disabled and/or senior homeowners. This program is administered for the City by the Alameda County Housing and Community Development Department.		
REQUIREMENTS:			
LOCATION:	<ul style="list-style-type: none"><li>Property must be located in one of the seven community development districts.</li></ul>		
ELIGIBLE ITEMS:	<ul style="list-style-type: none"><li>Grant funds may only be used for minor plumbing and electrical work, water heaters, carpentry, door locks and security devices, smoke detectors, grab bars and other minor repairs.</li></ul>		
MAXIMUM GRANT AMOUNT:	<ul style="list-style-type: none"><li>The maximum grant is \$2,499.</li></ul>		
OCCUPANCY	<ul style="list-style-type: none"><li>Applicant must occupy the property.</li></ul>		
INCOME	<ul style="list-style-type: none"><li>Annual household income cannot exceed 50% of the area median income. Income of all household members who are 18 years or older, will be considered to determine income eligibility.</li></ul>		
INCOME LIMITS ARE REVISED ANNUALLY:	Family Size		Maximum Income
	1		\$31,250
	2		\$35,700
	3		\$40,150
	4		\$44,600
	5		\$48,200
	6		\$51,750
	7		\$55,350
	8		\$58,900

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**ADMINISTERED BY ALAMEDA COUNTY**  
**Tel. No.: (510) 670-5398 or (510) 670-5399**