National Center for Healthy Housing

The Enterprise Foundation

A Guide to Implementing a Home-Based Child Care Lead Safety Program

Program Description and Document Templates

Prepared under U.S. Department of Housing and Urban Development
Operation Lead Elimination Action Program
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Approximately two million children nationally are cared for in family child care. This type of out-of-home care is widely used by working parents, especially those with low incomes, and is particularly popular with the parents of children younger than three years who prefer the homelike setting and small numbers of children that family day care provides. In addition, family child care is often the form of care best able to respond to the needs of school-age children and employees who work nontraditional hours.

But in those low-income communities with older and deteriorating housing stock, home environments in general often have lingering lead-paint hazards. Home-based child care providers in such neighborhoods face the same economic struggles as their clients. They must often defer home maintenance because of the businesses' low revenue base, resulting in health and safety hazards. *A Guide to Implementing a Home-based Child Care Lead Safety Program* provides guidance to organizations seeking to create safer family child care homes in their communities.

While licensing requirements exist in most states for family child care businesses, lead-based paint hazards are not uniformly identified and addressed, leaving children vulnerable to the debilitating and irreversible effects of childhood lead poisoning.

Home-based child care is a vital piece of a community's economic engine, especially in transitional neighborhoods, as they support a parent's success in the workforce. These small businesses, which typically care for two to 15 children, offer flexible hours for service, lower costs, cultural continuity and convenient access. Experience, trained, and licensed child care providers also offer quality early child development services and invaluable training on health, nutrition, growth and development to parents who are stressed by the demands of daily life.

Developing a home-based child care lead-safety program poses unique challenges, from recruiting providers to participate to relocating the child care business temporarily during the lead hazard control work. Adding further complexity, most lead hazard control and community development home-repair programs do not serve home-based businesses and the start up costs for such programs can be high.

This Guide addresses those challenges by detailing a two-year pilot project in Rochester and Syracuse, New York. The Guide provides model documents for program administration, and candid advice for those seeking to implement a similar program. The pilot program and the resulting Guide were designed to illustrate the need for and benefit of primary prevention of childhood lead poisoning in home-based child care settings.

By eliminating lead-based paint hazards in family child care, we can help ensure children grow up free of the debilitating effects of lead poisoning. We hope this Guide supports achievement of the national goal of eliminating childhood lead poisoning by 2010.

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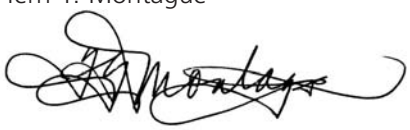

President and Chief Operating Officer
The Enterprise Foundation

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Introduction

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A family child care home affects the lives of many children, not only those who live there. By following lead safe work practices in their businesses, family child care providers can significantly reduce the risks for children in their care and increase parents' lead awareness. However, when it comes to actually making repairs to address serious housing-related lead hazards, providers find very few resources that consider their unique needs and situations.

The Home-Based Child Care Lead Safety Pilot was a collaboration between two national organizations—The National Center for Healthy Housing and The Enterprise Foundation and four local organizations—two housing and two child care—based in Rochester and Syracuse, New York. The purpose of the two-year pilot program was to conduct lead hazard control and other safety-related repairs in 25 home-based child care homes. A long-term goal of the program was to develop a strategy for replicating this work in other parts of the country. Part of this replication strategy is the development of an implementation guide and document templates to assist local communities in developing a similar program.

1. The Need for a Home-Based Child Care Lead Safety Program

Although many communities carry out in owner-occupied home repair programs and lead hazard control, circumstances unique to lead hazard control work in home-based child care homes can make it difficult to integrate these properties into existing programs. These unique challenges have proved insurmountable for many communities, resulting in a lack of resources for and attention to the needs of home-based child care programs, despite the critical role home-based child care plays for families and communities.

Adequate, convenient child care is critical for working poor families and those trying to leave the welfare rolls. Dependable child care enables parents to become stable, dependable employees. Quality child care programs, including home-based programs, prepare children to succeed in school. Child care also provides stable employment for those often with limited formal education but a wealth of experience with children. Low-income parents rely on home-based care because it often provides more flexible hours, is more affordable, and is more readily available than center-based child care. By targeting home-based child care homes and including both environmental and program quality components, there is the opportunity to have a positive impact on the health, safety, and well being of a greater number of children than by targeting single family homes alone.

All child care should take place in safe, hazard-free environments. Yet many home-based providers in low-income neighborhoods live in aging and deteriorating houses with lead-based paint, which are in need of major repairs. Their low incomes force them to defer home repairs and maintenance, that can lead to

lead-based paint hazards. Most providers also cannot afford to make other health and safety-related repairs or upgrades needed in older homes, such as the electrical system, stairs, railings, and porches. Furthermore, their low, self-employment incomes can be a barrier to accessing existing home repair assistance programs.

2. Lessons Learned from the Rochester and Syracuse pilot

This implementation guide is intended to help local communities consider how to modify their current lead hazard control or home repair programs to better address the needs of family child care providers, or if needed, to create a specialized program to serve these clients. We offer additional recommendations on program design or administration based on lessons we have learned. At the end of each chapter, we include copies of the documents, or procedures we used. We encourage programs to review and modify these documents to fit their programmatic needs.

The guide contains the following chapters:

• *Chapter 2—Finding the Right Partners: Program Design and Administration*. This chapter describes the partner skills and resource considerations in building such a program.

• *Chapter 3—Defining the Target Population for Service.* This chapter highlights issues in determining eligibility for services, including geographic targeting, income eligibility, child care experience, owner v. renter status, and number of children in care.

• *Chapter 4—Defining and Managing Rehabilitation Services.* This chapter discusses the scope of work, managing client expectations, building a contractor base, and construction oversight and communications.

• *Chapter 5—Developing a Relocation Strategy.* This chapter includes relocation requirements, options for relocation, costs, safety of occupants' belongings, and the special considerations involved in managing a relocation house in which child care can be offered.

• *Chapter 6—Outreach to Providers and Parents*. This chapter discusses marketing and enrollment, developing educational messages, ongoing education for providers and parents, and outreach to providers.

Finding the Right Partners: Program Design and Administration

2

A successful Home-Based Child Care Lead Safety program requires partnerships among a wide variety of stakeholders including:

1. *Child care services:* licensing and inspection agencies; resource and referral agencies, provider support networks;
2. *Public health:* local public health agencies; health care providers; laboratories;
3. *Housing:* local housing code enforcement agencies, lead hazard control programs; community-based housing development corporations (CDCs); lead risk assessors; contractors; and
4. *Funders:* public and private sector sources.

The Rochester and Syracuse pilot built on existing partnerships in each city and forged new partnerships. Stakeholders from the categories listed above served as partners with responsibility for specific tasks. The lessons learned during this process fall into three categories:

1. Selecting the right partners (e.g., capacity, experience with the target population, etc);
2. Defining responsibilities and building a working relationship among partners;
3. Sustaining of partnerships and programs.

1. Selecting the right partners

Construction in a home-based business poses unique challenges. Child care businesses may not fit the typical profile of non-profit or local government home improvement or lead hazard control clients and may require adaptations to applications, underwriting, scheduling, and client communications practices to address this new market. Child care licensing and resource and referral agencies may need to gain a basic understanding of home improvement financing and construction. Both stakeholders will need to understand the public health consequences of environmental hazards. Finally, all partners will have to invest time to build a shared vision and coordinate work processes.

The best candidates for a Home-Based Child Care Lead Safety Program are organizations willing to expand their knowledge and modify their standard operating procedures to accommodate these challenges.

A successful partnership capitalizes on the strengths of each partner. At a minimum, a Home-Based Child Care Lead Safety Program requires:

1. Strong presence in the child care community. Prospective applicants for repair services will have concerns about liability, their child care licenses, and the impact of relocation on their business throughout the process. Child care resource and referral agencies, and the supportive networks that provide technical assistance

and training to providers, have already built a trusting relationship with these clients. They will be important in provider outreach and education, guiding providers through the application process, and in communicating licensing and space requirements in child care homes to the construction community.

2. Substantial experience in housing rehabilitation in low-income areas. The partner organization managing the construction can be a city or county housing department or a community-based nonprofit. Ideally, the organization should have a stable presence in the target geographic area, a track record of quality construction, sensitivity to community needs, and a trained pool of contractors. Since "word of mouth" will be important for referrals into the program, a partner successfully integrated into the community is an important asset.

3. Experience with lead hazard control activities. An organization that handles only a few lead hazard control cases a year is not an optimum partner for a project like this. To carry out the work safely, achieve production goals, and to minimize relocation time, the project will need a construction workforce well-trained in lead safety, including a mix of EPA-certified lead abatement contractors, lead-safe work practice trained workers, lead risk assessors, and construction supervisors prepared for frequent on-site visits. If the housing partner does not have this capacity, the lead hazard control work should be conducted through, or coordinated with, a HUD-funded Lead Hazard Control program. These programs have well-developed strategies to expedite production and assure quality control, as well as on-going training for workers.

4. Substantial expertise in residentially-based environmental health issues and how to educate on these topics. Most state and local family child care licensing regulations do not require that homes be tested for lead or other environmental hazards. Thus, a Home-Based Child Care Lead Safety Program needs partners who have expertise in lead poisoning prevention, and who also can communicate these messages effectively without raising fear levels among providers—a key to recruitment and retention. These partners can come from local or state health departments, schools of medicine, public health or nursing, or nonprofit organizations.

5. Skills in fund-raising. Even when child care providers have exemplary credit ratings, their low incomes may preclude them from qualifying for low-interest loans. When they do qualify, they may not qualify for the amount necessary to complete the repairs. Deferred maintenance may result in rehabilitation costs of more than $20,000, over and above lead hazard control costs. Access to federal, state, local government, or private grants funding for rehabilitation may be necessary.

6. Administrative, financial management, and capacity-building skills. The manager of such a project needs to be a jack-of-all-trades, with strong problem solving, team building, organizational, and communications skills. Having a plan for communication among the different partners will be an important component of the program. A common method of tracking staff time may need to be developed. If multiple funding sources are involved, experience with managing the reporting and administrative requirements will be important. Program partners must be able to share sensitive data, including medical information subject to the privacy protections of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). A full-time program manager will be necessary at least during the early phases of the project.

For more information on lead in child care centers or lead testing requirements in family child care, see the following websites:

1. The Enterprise Foundation's The Child Care Library Online *http://www.enterprisefoundation.org/resources/CCL/index.asp*
2. National Child Care Information Center, *http://nccic.org*;
3. American Academy of Pediatrics, Caring for Our Children, *http://www.aap.org/bst/showdetl.cfm?&DID=15&Product_ID=931&CatID=132*
4. National Association of Family Child Care, Quality Standards for NAFCC Accreditation, *http://www.nafcc.org/books/qual03.pdf*;
5. National Association of Child Care Resource and Referral Agencies, *http://www.naccrra.org/*

Building on Past Experience to Find the Right Partners

The Rochester and Syracuse pilot first built on the relationships established between The Enterprise Foundation, child care organizations (Syracuse's Child Care Solutions (CCS) and Rochester Children's Nursery Family Child Care Satellite Network (FCCSN)), and community development corporations (Home HeadQuarters, Inc. (HHQ) in Syracuse and Neighborhood Housing Services of Rochester (NHSR)) during the development of its earlier Home Based Child Care Repair Program.

The core mission of The Enterprise Foundation is to improve low- and moderate-income neighborhoods by supporting the work of community-based non-profit community development corporations. When developing the Home-Based Child Care Home Repair Program concept, the Foundation naturally focused it efforts on Community Development Corporation (CDCs) as its housing partners, rather than local governmental agencies. The Enterprise Foundation approached Home HeadQuarters (HHQ) and Neighborhood Housing Services of Rochester (NHSR) specifically for partnership because they were the only organizations in both cities operating citywide home improvement loan and grant programs for low- and moderate-income homeowners and had the highester levels of unit production.

HHQ served as the single largest housing-oriented CDC in the City of Syracuse. It administered federal and state grant and loan funds, as well as a variety of private funding sources.

The Enterprise Foundation *(www.enterprisefoundation.org)*

Since its founding in 1982, Enterprise has worked to preserve and increase affordable housing across the U.S. Enterprise works with more than 2,500 nonprofit organizations in 860 locations nationwide, and has 16 local office program locations throughout the country. In addition, the Foundation works closely with local and federal lawmakers to ensure their understanding of the needs and possible solutions for low-income people living in the communities they serve.

Although affordable housing is central to its mission, The Enterprise Foundation also helps connect communities to employment, community safety, education and childcare, as part of a comprehensive strategy to address the pantheon of interconnected challenges facing low-income communities. Enterprise promotes innovative use of communications technology to bridge the digital divide and assist community-based organizations in doing their work more efficiently and effectively.

Enterprise has been addressing these most basic human concerns by:

- Raising and investing nearly $6 billion in loans, grants and equity for community development.
- Building or renovating 175,000 affordable homes.
- Placing 40,000 "hard to employ" people into jobs.

Nationally, Enterprise matches every dollar received fifteen times with private equity and below market rate loans, and spends 84 cents of every dollar granted on community development programs, exceeding standards set by the American Institute of Philanthropy.

Grants & Technical Assistance

Enterprise offers both grants and technical assistance to increase the capacity of community-based organizations that provide quality affordable housing and supportive services for low-income families. The Enterprise Foundation made more than $10 million in grants in 2003, nationally, supporting these dollars with seasoned staff to administer them and provide technical assistance to grantees. This includes:

- *Capacity building grants* to enable organizations to plan and build affordable housing developments eligible for project financing. Grant amounts range from $20,000 to $50,000, with an average grant size of$25,000.
- *Technical assistance* to community-based organizations' boards, partners, staff and administration and practical, learning tools via our Web site. These tools include comprehensive documentation of industry best practices and downloadable model documents. Enterprise also offers extensive technical assistance in affordable housing finance and development.
- *Training* in the areas of housing finance, development and production. Enterprise has placed a high priority in its new strategic plan on focusing and intensifying its training work in our core programs, with core community-based partners. It also has developed specific software and PDA products to advance the work of community-based organizations.

NHSR was a CDC with a revolving loan fund for home repairs for low-income homeowners, but few grant sources. Like HHQ, NHSR was a member of the NeighborWorks® Network, had long experience with home ownership education, and served the entire City of Rochester. Unlike HHQ, NHS was one of many CDCs working on rehabilitation in low-income neighborhoods within the city limits. Competition among the CDCs for federal, state, and private funding was heavy.

Child Care Solutions was Onondaga County's only child care resource and referral agency (CCRR). Among other programming, it maintained a registry of and provided training and one-on-one support to child care providers across Onondaga County.

The Rochester Children's Nursery Family Child Care Satellite Network in Rochester provided training and support to a network of over 550 family child care providers in Monroe County, concentrating in urban neighborhoods.

Both child care organizations were natural partners for outreach, physical space requirements under state child care regulations, and supporting providers through the program. Each brought strong relationships with home-based child care providers, an understanding of their needs and desires regarding physical space, and knowledge of the New York State home-based child care regulations. Each organization was committed to expanding housing-related services for child care providers, and to building on-going partnerships.

The Home-Based Child Care Home Repair Program (HBCCHRP) began as a 2000-2001 Syracuse partnership between The Enterprise Foundation, HHQ and CCS to make critical health and safety repairs to 16 owner-occupied child care homes. The two-phased project

Child Care Solutions, Inc. (CCS) *(www.childcaresyracuse.org)*

Established in 1975, Child Care Solutions (formerly, the Child Care Council of Onondaga County) works to ensure that parents, programs, providers and policy makers in Onondaga County have the information and resources they need to support early learning and the healthy development and care of all children. In 2004, Child Care Solutions provided one-to-one child care referrals and consumer information to more than 3,800 families and sponsored 632 classes and workshops for child care providers.

CCS services include:

- Child care referrals in person, by telephone and on-line;
- Child care consumer information including information on regulations and child care financial aid;
- Parenting education classes and parent "warm line";
- Educational programs from entry level to college level — topics include Red Cross-certified CPR and First Aid, child development, early literacy, curriculum and activities, health and safety, nutrition, parent communication, and business management;
- Courses leading to the nationally-recognized Child Development Associate Credential and the NYS School-Age Credential;
- Consultation on all aspects of child care program planning and operation, child development, and developmentally appropriate practice;
- Administration of the USDA Child and Adult Care Food Program (CACFP) for family child care providers in Onondaga County;
- Administration of NY State-funded Health & Safety Grants for family child care providers;
- Start-up assistance for new child care programs and providers.
- On-site parenting seminars for employee groups; custom referral services to inform and expedite employees' child care search;
- Through a contract with NY State, the Child Care Council serves as the Registrar for NYS-Registered School-Age Child Care programs and Family Child Care Homes in Onondaga County;
- Collection and analysis of information and data to assist with child care planning and policy.

Home HeadQuarters, Inc. (HHQ) *(www.homehq.org)*

Home HeadQuarters, Inc., is a Syracuse private, not-for-profit organization established in 1996 to improve the quality of local housing and neighborhoods. Its comprehensive services are designed to promote sustainable home ownership and affordable home improvements for people in Central New York. Home HeadQuarters acts as a "one-stop shop" providing a multi-faceted range of services and products to current and prospective homeowners by offering homebuyer education, financial counseling, housing repair and rehabilitation programs, innovative loan products and financing assistance and post-purchase counseling to homebuyers.

Home HeadQuarters is a chartered member of the Neighborhood Reinvestment Corporation (NRC), a congressionally chartered nonprofit organization dedicated to revitalizing communities through promoting homeownership and improvements. Among the initiatives sponsored by NRC is the founding of the NeighborWorks® Network, a national consortium of independently operated nonprofit organizations dedicated to housing and neighborhood revitalization issues. Home HeadQuarters is a certified NeighborWorks® HomeOwnership Center.

Designed to serve individuals of all income levels in Onondaga County, the Home HeadQuarters NeighborWorks® HomeOwnership Center is a place where people can get all of the information they need in a friendly, professional and supportive manner. Our goals are to provide education on all elements of the home-buying process, introduce prospective homebuyers to affordable homes (including some with subsidies), and to introduce people to various community-based organizations, banks, realtors, and others who can assist them in their efforts to buy a home.

Neighborhood Housing Services of Rochester, Inc. (NHSR) *(www.nhsrochester.org)*

NHSR is a not-for-profit housing organization in the City of Rochester offering unique financial, educational and technical services and resources for low-to-moderate income city residents. Its mission is to increase homeownership in the city of Rochester while at the same time work to revitalize and sustain city neighborhoods. Assisting families into homeownership and helping to ensure their long-term success as homeowners is NHSR's area of expertise.

Since its inception in 1979, NHSR has accomplished the following:

- 631 home improvement and emergency loans
- Construction management for over 600 rehabilitation projects
- $5,903,820 in home improvement, emergency and First Mortgages
- Helped over 8,000 City residents find solutions to their housing issues.

Some of NHSR's ongoing programs include:

- *Revolving Loan Fund:* The RLF is used for home improvement loans, home purchase loans, and acquisition/rehabilitation of vacant city houses.
- *Educational Services:* NHSR provides training courses to city residents on various topics relating to homeownership. Some of these include "Fastrack to Homeownership" a pre-purchase program, "Landlord Training" which teaches owners of 2-4 family homes how to manage their property, and "Making Your House Your Home" a series of three post-purchase classes on how to conduct proper maintenance on your home.
- *Transforming Neighborhoods Together (TNT):* NHSR has targeted three neighborhoods in which to use grassroots organizing techniques to bring people into its existing programs. The idea is that by concentrating resources and efforts within a smaller defined neighborhood, NHSR will be able to lay the foundation for long-term neighborhood stability and revitalization.
- *Individual Development Accounts (IDA):* The IDA program will provide up to $5,400 in matching funds for 32 homeowners after the homeowner saves the first $1,800. This assists with down payment and closing costs.

Family Child Care Satellite Network of Greater Rochester *(www.rcn4kids.org)*

In 2000, The Family Child Care Satellite Network Office was established with a grant from the Rochester Area Community Foundation to strengthen the infrastructure of the family child care satellite system (made up of three neighborhood-based agencies), and offer speech, hearing, vision and behavioral screening to children in family child care settings. The Network Coordinator, supervised by the Executive Director of Rochester Children's Nursery Family Child Care Satellite Network is responsible for arranging for screening and referral services, overseeing interagency partnerships, coordinating Satellite training and representing the voice of urban family childcare providers in the community.

Some accomplishments of FCCS include:

- Services to 560 child care providers who care for 4,000 – 5000 children each day. Seventy percent of the children who receive subsidized childcare through the Monroe County Department of Social Services are cared for in family childcare homes.
- Trained over 126 experienced family childcare providers and assisted 109 additional providers to become nationally accredited with the National Association for Family Child Care (NAFCC)
- In 1999 project staff surveyed 176 parents, distributed brochures, conducted information sessions with medical staff at Rochester General Hospital. The purpose was to teach new and expectant parents living in economically distressed neighborhoods to choose quality child care; to help existing providers improve the quality of care; and to mentor providers who wanted to become re-accredited under NAFCC's new guidelines.

offered both grants and loans, with the Foundation initiating the concept, raising outside funds, bringing together the program partners, and coordinating planning and implementation. In Phase 1 of the project, the HBCCHRP provided home repair grants to 11 providers and used the analysis of providers' financial positions to construct a loan product that could be offered more widely to other lower income providers. Repairs included new roofs and siding, porches, stair, sidewalks, electrical repairs, furnace tune-ups and provision of smoke and carbon monoxide detectors. Since the HUD Lead-Safe Housing Rule (24 CFR Part 35) had not come into full effect at the start of the program, repair work did not include lead hazard evaluation and control. Families were not relocated during the construction process. During Phase 2, the program offered a combination of grants and loans to five providers, as well as a six-hour home maintenance training.

A complete description of the Syracuse Home-based Child Care Home Repair Program can be found in The Enterprise Foundation report, When Housing and Child Care Meet, available at *http://www.enterprisefoundation.org/resources/publications/resourceCatalog/resourcedetail.asp?id=89&cat=17*.

The Enterprise Foundation sought to replicate the project concept in Rochester, NY, the location of its Upstate New York Program office. In 2002, The Rochester Area Community Foundation made a $25,000 grant to support the project. The new team included The Enterprise Foundation, NHSR, and FCCSN. While the Rochester replication successfully accomplished its first goal, to establish the program infrastructure and to begin recruitment, it did not successfully complete any repairs to provider homes before 2003. Since the program did not have dedicated grant funds for construction from either public or private sources, it could only serve providers who qualified for the NHSR revolving loan program. Providers' low incomes either discouraged them from applying or prevented them from qualifying for the NHS loan program. At least ten Rochester providers expressed interest in the program. Two completed the application and received a home inspection by NHS, but neither had the credit worthiness or income to qualify for a loan.

In summary, partnership team forged under The Enterprise Foundation's Home-Based Child Care Home Repair Program contained the appropriate mix of skills for enrollment and education of providers, and management and funding of health and safety repairs. Adding lead hazard control to the mix of repairs, however, required the addition of new partners.

Adding New Partners to the Mix

A 2003 HUD Operation Lead Elimination Action Program (LEAP) grant of $930,789 changed both the dynamics and the operations of the earlier program. Since the HUD LEAP grant was modeled on the HUD Lead Hazard Control Grant Program, reporting responsibilities changed, and a federal agency became a prominent player in the project. The National Center for Healthy Housing (NCHH), with substantial experience in supporting the work of lead hazard control grantees, assumed administrative responsibility for the program.

Under LEAP funding, the program goals were expanded to include:

1. Lead hazard control and health and safety repairs in 25 Rochester and Syracuse provider homes;
2. Developing a relocation strategy that preserved child care business opportunities;
3. Marketing the model program to other communities, with the goal of leveraging additional resources for another 25 units in other locations; and
4. Creating a national advisory board to promote replication.

The Rochester and Syracuse pilot expanded to include new organizations as active participants, and to increase its communication and coordination with many others. Health educators from the Onondaga County Health Department's Lead Poisoning Control Program and the Finger Lakes Regional Lead Treatment Center educated families about lead poisoning and blood lead testing. HUD-funded county and city Lead Hazard Control

The purpose of HUD's Operation Lead Elimination Action Program (LEAP) grant program was to leverage private sector resources to eliminate lead poisoning as a major public health threat to young children. The program supported non-profit and for-profit entities with substantial fund raising skills to mobilize private sector resources for addressing lead hazards in housing, including innovative strategies that could yield large amounts of contributions in a two-year time period and also increase awareness of lead hazards and abatement measures in the home. For more information on the grant program, see the HUD Office of Healthy Homes and Lead Hazard Control website: *http://www.hud/gov/lead*

The National Center for Healthy Housing (NCHH) *(www.centerforhealthyhousing.org)*

NCHH's focus is twofold:

- To eliminate childhood lead poisoning by 2010
- To guide the broader "healthy homes movement" which seeks to improve the health of children through safer and healthier home environments.

NCHH translates basic health and science findings into practical and affordable methods that prevent, identify and control housing related health hazards. NCHH brings these measures into practice through technical assistance to State and local agencies, training, information dissemination, and nonprofit organizations that are working to prevent and control lead and other environmental health hazards in housing. NCHH also works to translate the results of its research into practical recommendations for federal, state, and local programs responsible for housing and health policies and programs.

NCHH's accomplishments include:

- Evaluation of the cost effectiveness of HUD's National Lead Hazard Control Program through three years after completion of intervention treatment of some 3,000 dwelling units in 14 cities and states;
- Development of a National Healthy Homes Training Center and Network.
- National workshops and conferences proceedings to identify and fill knowledge gaps in the area of healthy housing.
- Dozens of articles in trade and peer-reviewed publications on lead and healthy homes issues.
- Development and revision of the Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, published by HUD.
- Administration of a national HUD initiative that trained 15,000 housing professionals in lead safe work practices and the lead certification disciplines.

Grantees in both locations provided technical assistance and referrals to the program. The NYS Office of Children and Family Services regional offices inspected and approved relocation sites. Leasing and discount agreements for services were developed with local CDCs, laboratories, and storage facilities. Strategies for services and relocation during lead hazard control work were reviewed with programs in other locales that had served a similar clientele, including Cleveland, Minneapolis, and the state of Rhode Island.

Recommendations:

1. Begin discussions with local programs well before applying for grant funding.
2. Inventory the strengths of local partners, including fundraising experience.
3. Identify all relevant codes, laws and regulations that will apply to the project and make certain that each partner understands how this will affect work.
4. Select partners who are committed to sustaining the project after grant funding is over.

Donations and services provided locally:

- BSL-Wonder Windows—window discounts
- Store to Door—storage discounts
- ViaHealth—laboratory testing discounts
- Laboratory Alliance of Central New York—laboratory testing discounts
- North East Area Development Corp.—property management/leasing
- Home HeadQuarters—property management/leasing
- Gifts in Kind, International—furnishings
- Wal-Mart—furnishings
- Dunk and Bright—furnishings
- Pat's O'Carpet—furnishings
- Scholastic Books—books
- FCSSN—toy library

2. Defining responsibilities and building a working relationship among partners

Building a successful team is a challenge when the partners are located in three different cities and have different areas of expertise. The Rochester and Syracuse team relationships evolved over time. Achieving effective and efficient communication among the partners took more time than we originally expected.

Developing a common frame of reference for program operations took the most time. Organizational charts and flowcharts of the different organizations' work processes helped in building an overview of the program operations, but it took time for each partner to begin to appreciate the unique perspectives and program responsibilities of the others on the team. The complexity of the project meant that each partner took the lead for certain activities, but intensively coordinated its efforts with other partners. Whenever possible, program decisions were reached through discussion and consensus. All program documents (applications, consents, outreach brochures, educational packages, etc.) were reviewed and edited extensively by the all partners. Presentations on the program, whether to providers, the media, or national audiences, were made on a team basis, with at least two partners involved at all times. This level of integration of program responsibilities and communication was challenging. It required program partners to look at all of the components of the project and each individual client case in their entirety, not only the pieces for which the partner had the lead responsibility.

Appendix 2–4 illustrates those working relationships. Managing the flow of information posed a challenge, and the team developed guidelines for who would collect specific information and disseminate it to other partners (see Appendix 2–5). A common monthly activities report and financial report enabled the NCHH program manager to monitor progress. The NCHH program manager also prepared the quarterly grant reports and kept a copy of each applicant's records. In retrospect, the process of team building and program design would have been smoother if the team had six months to plan and organize.

While shared responsibilities and consensus decision-making can be time-consuming, there can be benefits as relationships build. Once a housing unit entered the construction phase, communication had to be rapid and effective because the work needed to progress according to a tight schedule. In order to deal with the " glitches" associated with construction, team members were often in daily communication, and accessible by cell phone or email after hours. Because they had a shared understanding of the program's objectives, and had built a level of trust, the team members could problem-solve quickly at these crucial times.

Recommendations:

1. Expect program design to take a minimum of six months.
2. Have a full time program manager, and a minimum of 1/2 FTE at each partner during the early phases of the project.
3. Establish a common method to document staff time and expenditures across partners.
4. Establish clear lines of reporting between partners. Schedule monthly team meetings.
5. Provide each partner with at least one after hours/week end contact number during construction.

3. Sustainability of Partnerships and Programs

The homes in this project required significant renovation because they contained many lead hazards and had suffered from deferred maintenance. The low incomes of the owners often precluded qualification for conventional home repair financing. Thus, the per unit costs of repairs were much higher than is typical for an individual lead hazard control or home repair project. The average per unit cost of construction including lead and all other health and safety repairs was $18,395 in Rochester and $37,880 in Syracuse. Relocation costs averaged $782 per unit for Rochester and $1136 for Syracuse. All partner organizations provided significant in-kind staff support beyond what was anticipated in the early phases of the program.

Grant proposals submitted during the life of the project*

- Anderson Windows
- Home Depot
- **NYS Affordable Housing Corporation ($108,000)**
- Hasbro Children's Foundation
- **J.P.Morgan Chase ($50,000)**
- **M&T Bank ($2,500)**
- **Geddes Federal Savings and Loan Association ($10,000)**
- **NYS Office of Children and Family Services ($1,200)**
- Halcyon Hill Foundation
- Rothenberg Family Foundation
- Rochester Area Community Foundation
- **Children's Health Forum ($5,000)**

*Funded proposals in bold face

This raises the question of whether a Home-Based Child Care Lead Safety program can be sustained apart from federal funding, even when a successful partnership infrastructure has been forged

The key to sustainability is the ability to identify economies of scale, and to build private sector funding partnerships to support future work. As a requirement of the HUD Operation LEAP funding, both pilot locations had to leverage other funds to support project activities. At the start of the grant, the project team had pledged $348,000 in additional funding through a combination of pledged CDBG/HOME funds managed by HHQ, private foundation grants from the Rochester Area Community Foundation and an earlier Citibank project managed by The Enterprise Foundation, window discounts available to NHSR, and in-kind funding from NCHH. When it became clear that additional grant money was needed, the program began extensive fund development work. During the course of the two-year project, the team submitted funding applications to a variety of organizations, and received direct grants ranging from $1200 to $50,000, for a total of $176,700. This was in addition to product donations, in-kind services, and discounts leveraged from other sources in both cities.

Fund development was labor-intensive, and added additional burdens on the partner organizations. It began with identification of a target pool of funders, a marketing plan, and preparation of a short program description. (See Appendix 2–1,2, and 3 for marketing tools.) Each quarter, the program approached at least three funding sources. The requests focused on different needs during the course of the project. Initial efforts focused on small grants to furnish the relocation house, support outreach and subsidize blood lead testing. As the project geared up for unit production, fund development shifted toward additional resources for construction and staff support. At this stage, the requests for funding were targeted to larger grants from corporations and local foundations, using the relocation house as a showcase for the kinds of repairs that would be made to providers' homes. Prospective funders could tour the home in person or via the project's website *(http://www.centerforhealthyhousing.org/html/leap.html)*.

Our experience with fund development suggests that community foundations and financial institutions with a strong local presence were the most receptive to supporting repairs to family child care. Because repairs to child care affect more children than repairs to single family homes, there is a greater return on the funder's investment. This suggests that a Home-Based Child Care Lead Safety program with limited program of repairs may find additional support from the private sector. Our experience also suggests that funders are more willing to contribute once early successes have been achieved. A successfully completed demonstration project can serve as the springboard to additional requests.

We also believe that the program costs in Rochester and Syracuse may be atypical. The depressed costs of housing in both cities meant that clients had very little equity with which to secure conventional, or even subsidized, financing. In housing markets that are rapidly expanding, homeowners may be able to use equity in their properties to contribute to the costs of the repairs. This will reduce the need to provide grants, and thus make the program more sustainable.

Finally, we believe that the document templates provided by this project will help to reduce the start up costs of new programs, and thus contribute to sustainability. The City of Philadelphia committed in 2005 to use these templates in the development of their own program. Over the next three years, the City plans to assess 150 child care homes, and to conduct repairs on 50 using a combination of public and private funding. Our program supported this effort through technical assistance on program design, relocation house planning, and fund-raising from 2004–2005.

Partner organizations also have the capacity to sustain certain aspects of the program without additional federal funding. Many community development corporations have the capacity to rehabilitate family child care homes, but do not have the facilities to allow the child care providers to continue business while work occurs. For units that require modest repairs, scheduling work on the weekend may be all that is needed. When the work is more extensive, a consortium of community development corporations might consider a relocation site that could serve both the needs of single families and child care businesses. Child care partners can sustain the goal of lead safety by encouraging providers to test their homes for lead and address health and safety repair needs while problems are still small. Many child care resource and referral agencies fund small grants for health and safety repairs, and might extend these funds to lead hazards control. Both types of partners can sponsor lead safe work practice trainings for home-owners to assure that "do it yourselfers" make repairs safely.

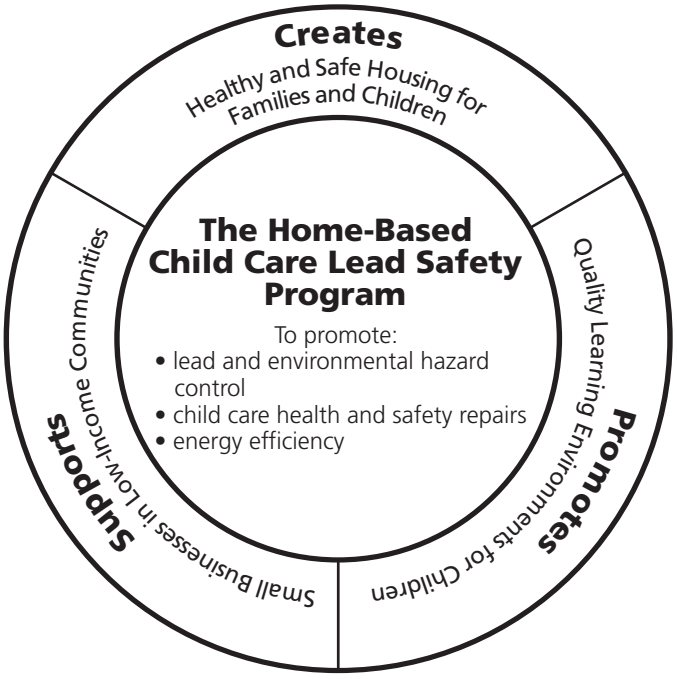
Recommendations:

1. Plan for sustainability throughout the project. Explore ways to permanently modify partner practices to better accommodate family child care clients.
2. Market the concept of a Home-Based Child Care Lead Safety Program aggressively. Set a target for the number funders to approach and stick to this.
3. Identify funding needs and tailor requests to funder interests.
4. Advertise your successes.
5. Raise the issue of family child care home repair needs in every venue possible (i.e., conferences, press releases, newsletters, etc).

Appendix 2–1
Program Logo

The Home-Based Child Care Lead Safety Program
For a healthy, safe home away from home

Appendix 2–2
Program Concept



Appendix 2–3
The National Center for Healthy Housing/ The Enterprise Foundation
Home-Based Child Care Lead Safety Program

A safe and healthy child care environment provides the foundation for early learning. Lead poisoning prevention and children's health issues have many components, and require multiple levels of participation. An estimated 24 million homes in the United States have lead-based paint hazards, which can have a debilitating effect on a child's development. Many of the homes also need other safety-related repairs to the electrical system, stairs, railings, and porches. Home-based child care providers in low-income neighborhoods often live in older housing at risk for these conditions and rarely earn sufficient income to cover the costs of the improvements. Other obstacles include logistical difficulties in doing lead hazard control activity within an operating child care business, and insufficient financial and programmatic resources to address the combined difficulties of controlling lead and safety hazards in home-based child care homes.

The Program

The Home-Based Child Care Lead Safety Program seeks to create a healthy and safe environment for children, and will minimize the risks of unintentional injury and lead poisoning, while improving energy efficiency and indoor air quality.

Project implementation goals and methods include:

- Improvements to the quality of home-based child care, and thus to the health and well-being of more than 150 children, through the control of lead and safety hazards in 25 family child care homes in the model demonstration program in Rochester and Syracuse, NY.
- Education for providers and parents on the causes and effects of lead poisoning and daily maintenance techniques that can reduce lead and other environmental hazards
- Fostering the connection between home-based child care providers and existing community-based housing organizations with home repair assistance programs; partnering of housing agencies with child care resource and referral agencies for provider outreach and technical support
- Reducing the start up costs for replication in other locales.

Program activities:

- A relocation strategy that preserves the provider's business during construction
- Leveraging public and private funds to impose the lowest cost burden on those who can least afford repairs
- Leveraging funds to cultivate and strengthen the local agency partnerships necessary to implement the project

- Model documents and practices that integrate lead hazard control, reduction of other environmental hazards, compliance with housing code and child care regulations and energy efficiency, for national replication
- A national partnership to support the replication.

This project is a joint endeavor between the National Center for Healthy Housing (NCHH), The Enterprise Foundation (Enterprise), and four community-based organizations selected to conduct outreach, education and repairs. The Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester (FCCSN) and the Child Care Council of Onondaga County (CCCOC) will recruit home-based child care providers into the project. Home HeadQuarters, Inc. (HHQ) and Neighborhood Housing Services of Rochester, Inc. (NHSR) will coordinate lead hazard reduction and safety rehabilitation activities.

Program Funding and Needs:

Program costs include: construction, both for building code repairs and lead/environmental safety; staff time/materials costs for the four local groups to implement the program in the first two sites; and staff time/materials costs by Enterprise and NCHH to manage the implementation on both the local and national levels as well as to develop the replication models and processes. The project has received a $930,000 Operation LEAP grant from HUD, and is raising additional resources to leverage these public dollars, particularly from private sources, in the form of grants, donated services or materials, and other products.

The Home-Based Child Care Lead Safety Program:
"For a healthy, safe home away from home"

For additional information, contact
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or *ckawecki@centerforhealthyhousing.org*
and
Patricia Magnuson, 212–262–9575 x114
or *pmagnuson@enterprisefoundation.org*

Appendix 2–4: Partner Roles and Responsibillities

Task	NCHH	Enterprise	Child Care Partners	Housing Partners	Other Agencies
Develop brochures, recruitment materials	**Lead**	Reviewed	Review and distribution	Reviewed	Reviewed by lead educators in local health departments
Invite and conduct informational meetings for providers	Attended	Attended	**Lead**	Attended	Lead educators and child care licensing agency representatives attended
Develop application; consent forms	**Lead**	Reviewed	Review and distribution	Review	
Screen applications and enroll providers	Maintained copies of documentation; participated in final decision on applicant approval	Participated in final decision on applicant approval	**Lead** —sent appllication to interested parties; assisted providers in completing application; screened applicants for quality of program; referred completed application to housing partner; participated in final decision on applicant approval	**Lead**—reviewed income qualifications and credit worthiness; underwrote applications for revolving loan and other means-tested funding; participated in final decision on applicant approval	
Conduct informational session for parents at provider home; obtain	Back up presenter	Back up presenter	**Lead**—scheduled meeting; provided informational materials; obtained consents		Lead educators teamed with child care partner staff to conduct meetings
Monitor blood lead testing	**Lead**—developed protocol; followed up with health care providers and laboratories; maintained copies of documentation	Notified when all blood lead results were complete	Submitted parent consents and lab requisitions to health care providers	Notified when all blood results were complete	Local health departments and lead testing cneters provided blood lead histories if parents gave consent; conducted testing for a reduced fee
Provider home maintenance education	**Lead**—prepared notification and maintenance packet; conducted maintenance education	Reviewed materials	Reviewed materials	Reviewed materials	

Note: Bold face indicates lead responsibility for task

Construction

Task	NCHH	Enterprise	Child Care Partners	Housing Partners	Other Agencies
Conduct visual assessment to identify needed health and safety repairs	Developed and pilot-tested visual assessment tool	Reviewed tool	Reviewed tool for consistency with child care regulations; participated in pilot test; conducted joint visit with housing partner to identify licensing-related repair needs	**Lead**—reviewed tool for consistency with local housing code requirements; participated in pilot test; conducted joint visit with child care partner to identify non-lead repair needs; drafted non-lead construction specifications based on visual assessment	Visual asessment guide incorporated NYS child care licensing standards, the Clifford-Harms Family Day Care Raing Scale, and the National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs published in *Caring for Our Children*
Obtain environmental review, floodplan and state historic preservation approvals	**Lead**	Took photos as needed		Took photos, prepared documentation as needed	HUD Environmental Review Officer; City planning office for floodplain information; state and local historic preservation review officials
Conduct lead risk assessment	Review risk assessment			**Lead**—contracted for or performed lead risk assessment	Certified risk assessors
Develop final construction specifications; bid job	Reviewed and gave final approval to specifications, contractor selection	Attended third party meetings; approved construction specification and contractor selection when private leveraged funds were involved	Attended third party meetings	**Lead**—prepared specifications; bid job; selected contractor; conducted third party meetings with providers to finalize construction plan, loan arrangements	Contractors; local construction permit offices
Oversee construction; arrange for lead clearance testing	Received copies of all work orders, payment schedules, clearance test results	Received progress updates	Received progress updates	**Lead**—oversight of lead hazard control activities; unit inspection at end of lead hazard control and clearance; informed provider when unit cleared; supervision of remaining construction; payment of contractor invoices	

Relocation

Task	NCHH	Enterprise	Child Care Partners	Housing Partners	Other Agencies
Developed relocation plan; identify and equip relocation house	Reviewed handbook; planning tools; participated in set up of relocation houses	**Lead**—developed relocation handbook, planning tools; coordinated purchase/donation of furnishings; participated in set up of relocation houses	Reviewed handbook; inspected site; scheduled child care licensing inspections; developed evacuation plans; coordinated purchase/donation of child care equipment; participation in set up of relocation houses	Leased relocation house to pilot; rehabilitated relocation house to meet child care licensing requirements; responsible for security, maintenance, of relocation house	Child care licesing agencies inspected site
Meet with provider to review relocation options	Received progress updates	**Lead**	Received progress updates	Reviewed handbook; notified Enterprise when construction schedule was determined	
Arrange for storage, transportation, pet housing	Received progress updates	**Lead**—made arrangements 2–3 weeks in advance of construction start date	Received progress updates	Received progress updates	Public school transportation offices; taxi services; hotels; storage facilities; kennels
Meet with provider to identify what needed to be packed/moved out of lead hazard control work area	Received progress updates	**Lead**—conducted walk-through; provided packing supplies if needed	Received progress updates	Reviewed construction specifications with Enterprise; participated in walk-through at provider home	
Move provider to relocation house or other arrangement	Received progress updates	**Lead**—scheduled key pick up and walk through of relocation site	Received progress updates	Conducted walk through of relocation site; signed temporary lease with provider; provided on call contact for emergencies	
Arrange for cleaning/ maintenance of relocation house	Received progress updates	Received progress updates	Received progress updates; provided guidance on sanitation process for child care	**Lead**—changed locks between clients; hired cleaning staff; conducted routine maintenance	

Appendix 2–5: Flow of Information of Home-Based Child Care Lead and Safety Program Cases

Form	Who Gets Form Initially	Who Makes Copies	NCHH	Who is Enterprise	Notified Child Care	Housing Construction	Housing Finance Office	Housing Accountant
Statement of Interest	Child Care	Child Care		Paper				
Application	Child Care	Child Care	Paper	Paper		Email to schedule visual assessment	Paper	Email to let know that application process has been started
Financial eligibility	Housing Finance Office	Housing Finance Office	Email when application review is done	Email when application review is done	Email when application review is done	Email when application review is done		
Documentation in support of application	Child Care	Child Care	Paper				Paper	
Parent consents for testing, releases and letters to doctors	Child Care	Child Care	Paper	Paper				Email to let know to expect bills for tests
SHPO/HUD environmental approval (NO Risk assessment can take place before HUD environmental approval is recieved	NCHH	NCHH		Email of HUD approval form; paper copy of state approval	Email of HUD approval form; paper copy of state	Email of HUD approval form; paper copy of state	Email of HUD approval form; paper copy of state	Email of HUD approval for
Visual assessments	Housing Construction	Housing Construction	Paper; email to let NCHH know date VA occurred	Paper; email to let Enterprise know date VA occurred	Paper			
Risk assessment	Housing Construction	Housing	Paper; email to let NCHH know date RA occured	Paper; email to let Enterprise know date RA occurred			Email to let know date RA occurred	Email to let know date RA occurred

Appendix 2–5 (continued)

Form	Who Gets Form Initially	Who Makes Copies	NCHH	Who is Enterprise	Notified Child Care	Housing Construction	Housing Finance Office	Housing Accountant
Specs	Housing Construction	Housing	Paper; email to let NCHH know date specs sent to bid & opened	Paper; email to let Enterprise know date specs sent to bid & opened	Email to let Child Care know date specs sent to bid & opened		Email to let know date specs sent to bid & opened	Eamil to let know date specs sent to bid & opened
Blood lead tests (**NO** construction can occur before all test results are in	NCHH	NCHH—to send paper copies to		Email that all results are in	Email that all results are in	Email that results are in	Email that all results are in	Email that all results are in
Relocation Plan	Enterprise	Enterprise	Paper		Paper	Paper	Paper	Paper
Contract, final approved specs, final underwriting	Housing Construction	Housing	Paper; email start date for work	Paper; email start date for work	Email start date for work			Paper
Change orders	Housing Construction	Housing	Paper	Paper	Email that change order was needed			Paper
Clearance test results	Housing Construction	Housing	Fax results ASAP	Fax results ASAP	Email that unit passed clearance			Email that unit passed clearance
Notice that relocation unit is vacant	Enterprise	Enterprise—also to notify property management so that unit can be cleaned.	Email	Email	Email	Email		Email

Defining the Target Population for Service

3

Every city experiences unique needs related to lead and safety repairs in family child care. A Home-Based Child Care Lead Safety Program similar to the Rochester and Syracuse pilot is labor intensive and may be more expensive than the average home repair program. As a community designs its program, it requires a realistic assessment of provider needs, how these needs match with the services available through partner organizations, and the feasibility of partner organizations' expanding or modifying their current services as appropriate for the program.

The experience of the Rochester and Syracuse pilot suggests the following factors play an important role in identifying the target population:

1. A thorough needs assessment;
2. Criteria for income eligibility;
3. Provider experience;
4. Owner versus renter status of providers; and
5. Number of children under age six in care.

1. Needs Assessment and Geographic Targeting

A thorough needs assessment helps program designers use existing resources to their fullest advantage. Consider in such an assessment:

1. The number and location of licensed or registered providers in a particular geographic area;
2. The ability to implement a "tiered" approach to services (i.e., to treat the highest risk areas first, but expand the program to other areas as resources permit);
3. Characteristics of the children served by providers, i.e., percentage of children served by Medicaid, WIC or other nutritional programs, or percentage of children who receive state or federal subsidies for child care;
4. Census tract data on demographics, income, home ownership patterns;
5. Prevalence and location of childhood lead poisoning cases;
6. Information on housing stock (age, deterioration, patterns of code violations, registries of lead safe housing);
7. Programs' ability to display these data in graphical (GIS) format; and
8. Providers' self-assessments of needs for services.

Assembling these data takes time, and program designers should reserve several months for this task. The information needed may come from a variety of sources: new or existing surveys, focus groups, expert judgment, and data collected by other local, state, or federal agencies. One of the most important resources may be assessment or evaluative data collected on earlier programs.

Ideally, the needs assessment phase of the project provides an opportunity for program partners to establish Memoranda of Understanding about data collection, data sharing, and protection of confidentiality. Cooperation among partners and other stakeholders in this early phase sets the stage for later relationships.

Implementation of a needs assessment when multiple partners and funding streams are involved can pose some unique challenges. Program planners should recognize that privacy, paperwork burden, and other concerns might influence the scope and depth of the needs assessment, and the quality of publicly available data. Moreover, agencies may be reluctant or unable to share or merge their data sets.

Two federal laws may especially affect this effort. For example, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) (45 CFR Parts 160 and 164) limits the type of protected health information that public health agencies may collect and share with other parties. Program designers will not have access to the individual names, ages or addresses of lead-poisoned children, but they may access data grouped on the basis of zip code or census block. However, communities may choose not to report these data if fewer than five cases occur in a given census tract. This could give an incomplete picture of the problem at the neighborhood levels.

When federal funds are used, the Paperwork Reduction Act (5 CFR 1320.3 and 1320.4) requires Office of Management and Budget approval for data collection targeted to 10 or more individuals "by or for the agency" (in this case, the agency that awards the funds). Program designers must know whether their agencies are covered under their rule and must adhere to this restriction when conducting surveys or focus groups.

Knowledge of the needs and income status of the children in care may help programs further refine their target audience. However, states may restrict access to this information in the interests of protecting the confidentiality of the children.

The Rochester and Syracuse Experience

The Rochester and Syracuse HBCCLSP pilot built on the experience of The Enterprise Foundation's earlier Syracuse Home-Based Child Care Repair Program (HBCCHR), funded through public and private grants. The Syracuse HBCCHR program conducted a survey in 1999, targeted to family child care provider in six low-income Syracuse zip codes. This surveys enabled the program to learn more about providers' assessments of home repair needs, owner v. renter status, interest in home ownership, income level, and experience in child care (see Appendix 3–1). A similar survey was later conducted in Rochester.

The Syracuse HBCCHR program experience, documented in The Enterprise Foundation's report, *When Housing and Child Care Meet*, (available at *http://www.enterprisefoundation.org/resources/publications/resourceCatalog/resourcedetail.asp?id=89&cat=17*), served as a preliminary needs assessment for the Rochester and Syracuse HBCCLS program pilot. The data and "lessons learned"

2000 Syracuse Home-Based Child Care Repair Program Services Provided:

1. Roof repair or replacement;
2. Vinyl or aluminum siding;
3. Furnace tune up, repair, or replacement;
4. Porch and sidewalk repair or replacement (to address safety issues);
5. Electrical repairs, increased number of electrical outlets, installation of Ground Fault Circuit Interrupters (GFCIs);
6. Repairs to water and sewer lines;
7. Installation of smoke and carbon monoxide detectors; and
8. ABC-rated fire extinguishers.

sections of that document allowed the Rochester and Syracuse Home-Based Child Care Lead Safety Program to refine its eligibility criteria related to provider experience, and to estimate the funding needed to support the home repair component of the program.

Based on that experience, the new pilot program estimated that the repair cost to meet housing codes and child care licensing standards would average $10,000 per unit. 2000 census data on both cities provided more information on areas of greatest financial need. This information, in turn, supported the pilot's application to HUD to fund the project.

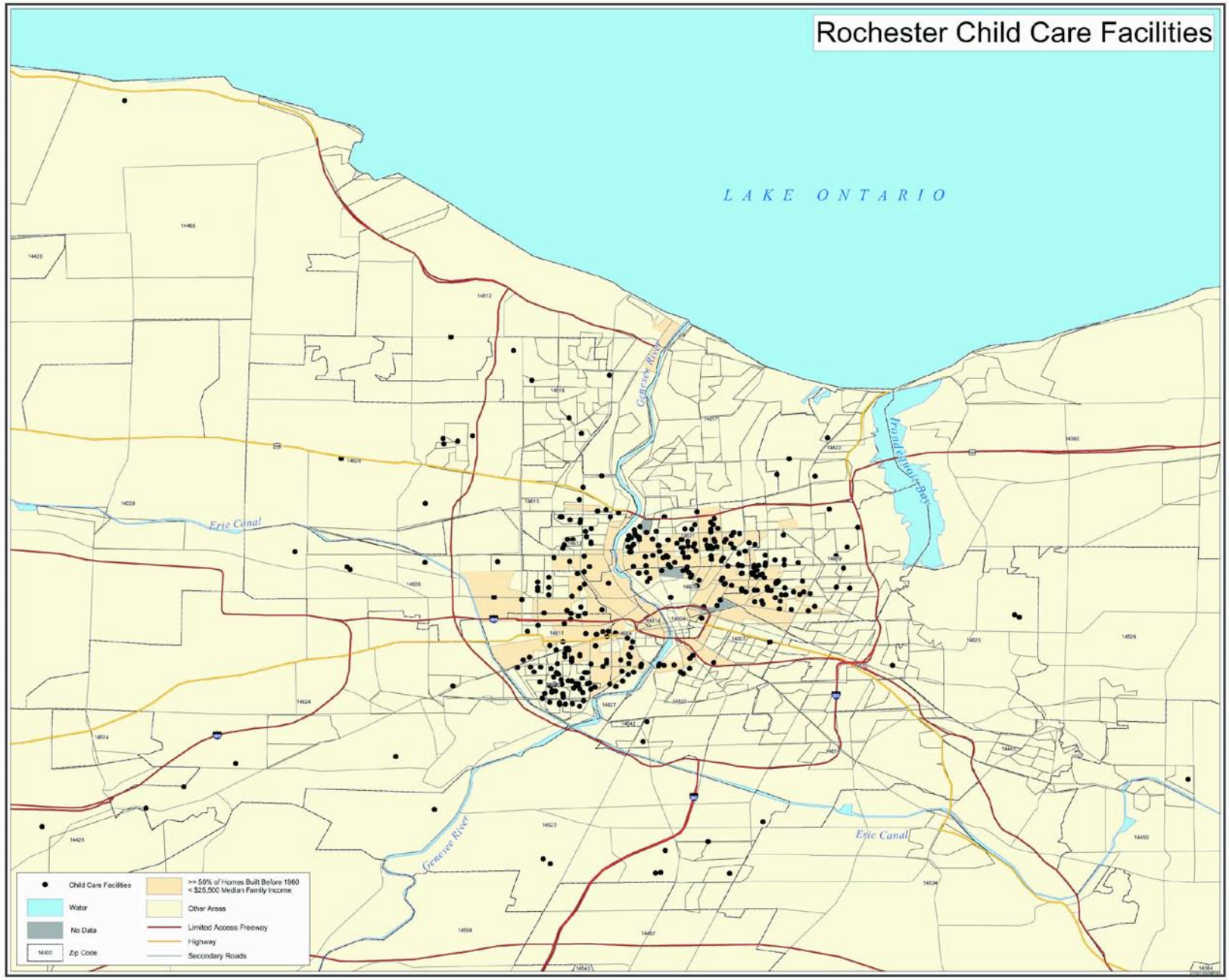
GIS mapping capabilities enabled the program to further refine its targets for service by merging provider location, lead poisoning cases, location of housing units built before 1950, and areas with a median family income under $25,000. This gave the program a picture of the zip codes within both cities with the largest number of low income providers relative to the housing stock in greatest need of repairs.

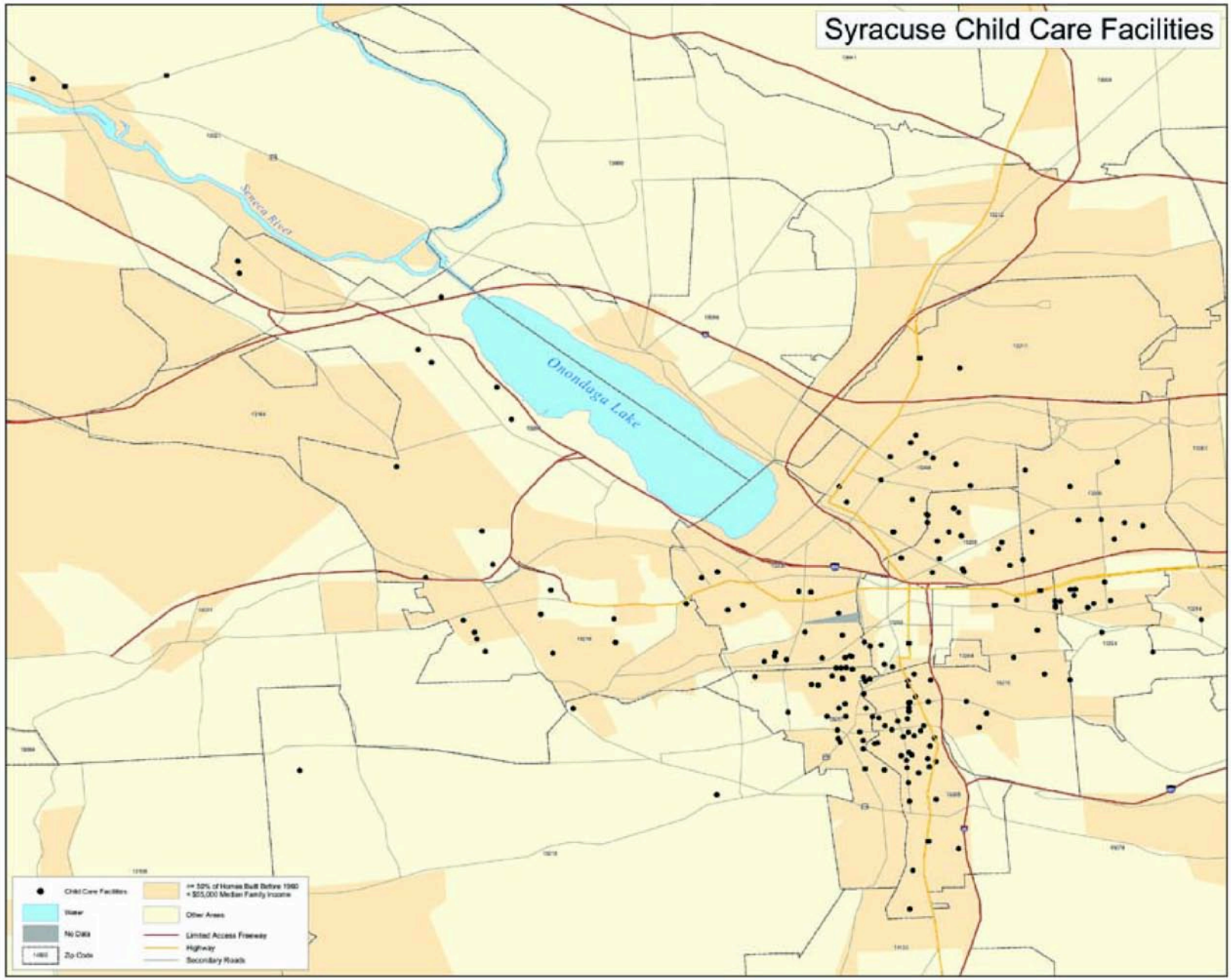
We shared this information at kickoff meetings with community, health, housing, and child care licensing agencies. These meetings helped the Rochester and Syracuse pilots clarify whether proposed service areas overlapped with priority service areas for existing programs. They also set the stage for coordinating referrals between programs and highlighted the unique needs of family child care compared to other area home repair programs.

The Rochester and Syracuse pilot did not establish Memoranda of Understanding on data-sharing early in the project. In retrospect, this was a weakness in the Program, since it produced delays later on, especially when data on children's blood lead levels were needed. To correct this, we designed consent forms so that providers explicitly granted approval to share their data among all partners in the program. In order to obtain blood lead testing data through the Onondaga County Health Department, the Syracuse pilot also required parents to sign consents prepared by the health department to release this information.

Recommendations on Needs Assessment:

1. Know what data are available.
2. Integrate childhood lead poisoning prevalence, housing stock, and population demographic data into the assessment of need.
3. Include providers' self-assessment of needs.
4. Be aware of restrictions on data-sharing/data collection established by funding sources.
5. Establish Memoranda of Understanding between partners about data collection, data-sharing, and confidentiality. Use this as an opportunity to solidify relationships among partners.
6. Use GIS mapping to establish target areas.
7. Validate the program's target audience for services with other programs to increase visibility and support.
8. For multi-year programs, identify plans for extending services beyond the initial target areas.


Rochester Child Care Facilities
LAKE ONTARIO
Genesee River
Irondequoit Bay
Erie Canal
Genesee River
Erie Canal
Child Care Facilities
Water
No Data
Zip Code
>= 50% of Homes Built Before 1960
< $25,500 Median Family Income
Other Areas
Limited Access Freeway
Highway
Secondary Roads


Syracuse Child Care Facilities
Seneca River
Onondaga Lake
Child Care Facilities
Water
No Data
Zip Code
>= 50% of Homes Built Before 1960
< $55,000 Median Family Income
Other Areas
Limited Access Freeway
Highway
Secondary Roads

2. Criteria for Income Eligibility

Limited resources require program designers to set priorities on who to serve. When setting criteria for eligibility on the basis of income, planners need to consider:

1. Eligibility requirements set by the different funding sources;
2. Providers' ability to document their incomes;
3. Effect of business deductions/depreciations on household income; and,
4. Providers' credit-worthiness.

Funding sources vary in income eligibility requirements. For example, The U.S. Department of Energy's Weatherization Program qualifies recipients on the basis of their income relative to the federal poverty level, while the U.S. Department of Housing and Urban Development's Lead Hazard Control, Community Development Block Grant (CDBG), and HOME programs use 80% of the area median income adjusted for family size for owner-occupants in their eligibility criteria. The Syracuse and Rochester pilot used the latter criterion for eligibility. Of the 25 providers who participated in the pilot, the average household adjusted gross income as reported on the most recent federal income tax submitted at the time of application was $22,147 for a family of five in Rochester and $18,066 for a family of three in Syracuse. At the time the program began, 80% of area media income in Rochester for a family of five was $45,550 and $37,950 for a family of 3 in Syracuse.

Applicants, especially those with low literacy rates, may find the financial documentation required by different funding sources daunting. The program should expect to counsel applicants on how to prepare applications and collect additional data. It should also help them locate duplicate copies of missing documents. The program may want to explore partnerships with area housing or credit-counseling organizations, or local community colleges to offer training in financial documentation and small business development

> For additional information on this subject, see the Enterprise Child Care Library, Financing Family Child Care, found at *www.enterprisefoundation.org* under Practitioner Resources.

Family child care business deductions, such as property depreciation, use of vehicles for business purposes, etc., complicate the determination of household income. These deductions can artificially reduce providers' net household income, making them eligible for federal or state grants, but not loans. Program designers need to analyze the eligibility requirements of funding sources, particularly those related to loans, and determine how to most accurately reflect a provider's income.

> Business planning training from child car are resource and referral agencies or other resources such as The Redleaf National Institute (*www.redleafinstitute.org*) are helpful supports.

The Rochester and Syracuse experience

The earlier Syracuse Home-Based Child Care Repair program identified a number of deductions that, by creating artificially low incomes for providers, restricted their ability to qualify for loan programs. The Rochester and Syracuse pilot eventually adopted the underwriting criteria established by the earlier program.

Despite these modifications to loan underwriting criteria, the majority of the child care providers served by the Rochester and Syracuse program had incomes too low to qualify for the available home repair loan programs, either conventional, or government-supported such as CDBG. In order to pay for needed safety repairs, the program used $90,000 in private funds ($50,000 from J.P. Morgan Chase Foundation and $45,000 from an earlier Citibank project managed by The Enterprise Foundation) for grants to cover the costs of these repairs.

Applicant credit-worthiness may or may not be a concern of the funding source. If the source of funds is loans, as in the case of a HBCCLSP administered through a non-profit CDC, evidence of credit-worthiness will be a requirement. Credit rating score, debt service coverage

Syracuse and Rochester Underwriting Criteria:

1. Begin with the net business income (schedule C line 31), and add to that figure:
   a. 100% of expenses for business use of the home (schedule C line 30.) Rationale: Most if not all of these expenses are those that a homeowner would have regardless of whether or not they own a business in their home. Home-business owners deduct these expenses to lower tax liability. An applicant that did not own a business in their home would not have these expenses deducted from their income.
   b. 100% of depreciation (schedule C line 13), 100% of bad debts from sales or services (schedule C line 9) and 100% of depletion (schedule C line 12.) Rationale: Depreciation, bad debt from sales or services, and depletion do not involve the physical exchange of cash.
   c. One-half (1/2) of car and truck expenses (schedule C line 10.) Rationale: At least 50% of car and truck expenses that the filer is claiming as a business expense to reduce tax liability, is most likely used for personal (not business) use. This is an expense that any homeowner would have and would not be deducted from income.
2. Estimate adjusted annual income after taxes, assuming that home-based child care providers are in a 15% tax bracket. Home-based child care providers more often than not have low incomes.

Source: The Enterprise Foundation (Upstate New York), in collaboration with First Children's Finance and the Development Corporation for Children (Minneapolis).

ratio, and loan to value ratio may all be used to determine whether a customer is eligible for financing, and at what amount, based on the institution's underwriting guidelines.

The Rochester and Syracuse pilot worked with its child care partner organizations to assist applicants in assembling the requisite financial and other documentation. The program developed checklists of needed information, and provided contact information on where to apply for additional copies of various documents. The CDC partners then reviewed the application, examined credit history, and made the determination of whether the applicants qualified for the program. Despite this close working relationship, it frequently took several months to assemble the data and determine eligibility.

3. Provider Experience

Since the purpose of a HBCCLS Program is to create a healthy and safe child care environment, the program needs to identify the applicants most likely to remain providers after repairs to their homes have occurred.

Recommendations:

1. Before the program begins, identify eligibility criteria for each potential funding source.
2. Design applications so that all financial information is collected at one time.
3. Train outreach staff to assist applicants in completing the application and assembling necessary documentation.
4. Provide a list of contacts for duplicate information for applicants who cannot locate supporting documentation.
5. Recognize that the application process is stressful and may take several months to complete.

Licensed or registered providers with several years of experience offer several advantages as clients:

1. *A stable enrollment*. Since repair work and relocation can disrupt the child care schedule, good provider-parent relationships help to ease the stress. Providers with more experience in the business have learned how to build these supportive relationships.

2. *A track record of quality care*. Providers with several years of experience have successfully passed the licensing renewal and inspection process, thus the quality of their care is well established. A history of repeated violations of health, safety, or quality standards should be grounds for denying service by the program.
3. *A stable business structure.* Tom Copeland, director of Redleaf National Institute, a national center for business planning for family child care, reports that the average turnover in the field is between 10-20% per year. While providers leave for many reasons, Copeland reports increasing turnover related to such business factors as demanding paperwork, lack of clients, and marketing and business management problems. Providers who do remain in business commonly begin to seek opportunities to expand their base or improve their professional credentials. Participation in a HBCCLS Program that includes technical and planning assistance from a child care resource and referral agency offers support for both opportunities.

An important program design issue is whether to limit services to providers regulated by the state or local governments. Unlicensed providers (known as "kith and kin" providers) also provide an important source of care in many communities in ways that accommodate parents' preference, schedules and ability to pay. They generally care for neighbors' or relatives' children. Since they typically care for fewer children than regulated providers (e.g., up to two children in New York State), a program that enrolls "kith and kin" providers may ultimately benefit the health of fewer children. Moreover, "kith and kin" providers largely lack the formal training in child development, nutrition, and health and safety that licensing ensures. Their unregulated status means that the program has no way to evaluate the quality of the care they provide. Their incomes will be harder to document, and their stability as business operations less certain. Finally, they lack established relationships with child care resource and referral agencies that may recruit and provide technical assistance for the program. Because there is a growing movement nationally to provide direct support to "kith and kin" providers, if a program chooses to offer services to this target group, it should consider the outreach and technical support needed and available to work with this population.

The Rochester and Syracuse experience

The Rochester and Syracuse pilot initially restricted enrollment to licensed or registered providers with more than three years of experience and no pending disciplinary actions. After enrolling from the pool with longer service histories, the program opened enrollment to providers with more than a year of experience, or who had left the business and then returned. No quality issues were discovered, but the program did reject several applicants who did not have children under the age of six in care.

Recommendations:

1. Work closely with child care licensing, resource and referral, and provider networks to understand the local family child care business cycle.
2. Set criteria for provider experience and quality of care.
3. Target services to licensed or regulated providers wher ever possible.
4. If working with "kith and kin" providers, establish clear criteria for outreach and monitoring of providers. Identify support resources in the area that serve this population.
5. Determine whether funding sources limit services to licensed entities.

4. Owner-Occupied versus Rental Units

Family child care operates in both owner-occupied and rental units. Each setting offers unique challenges for program outreach, relocation, and funding.

Rental properties typically have more deferred maintenance and higher rates of lead-based paint hazards than owner-occupied units. Owner-occupants have access to more funding for home repairs than owners or tenants of rental properties. Some CDCs are barred by their board policies or by-laws from serving rental property owners. Other may shy away because of the additional monitoring that rental units may require. For example, federal CDBG and HOME funds require that the organization monitor rental units for three years or more after completed repairs to ensure that the units stay available

to low-income families with children under the age of six.

Family child care in rental settings may raise even tougher issues. A provider's desire to offer lead-safe child care may run counter to an owner's understanding of property rights and liability. For example, rental property owners may not know that child care is offered on site. The provider's insurance coverage may not be sufficient to protect the owner from exposure to liability. Rental property owners may resist additional housing code inspections or the lead-based paint risk assessments associated with a HBCCLS Program out of fear that their liability will increase. Since federal law requires that the owner of a unit with lead-based paint hazards report this information to all future renters or property owners — even when those hazards were corrected — rental property owners may prefer a "don't ask, don't tell" approach to the problem.

With owner-occupied units, the program has more information to evaluate the provider's suitability as a partner in the home repair process. Participation in the HBCCLS Program requires providers to cooperate with program staff and comply with what at times may seem complicated program requirements. Evidence that a property is free of liens and up-to-date on taxes and insurance serves as an early indicator of how well owners keep records and comply with legal requirements. Because the providers live on-site, they are well-aware of the need for repairs. This translates into greater incentive to help the program do its work quickly and efficiently.

> For more information, see The Enterprise Foundation Child Care Library, Landlord and Tenant Issues for Family Child Care, at *www.enterprisefoundation.org*, under Practitioner Resources.

The Rochester and Syracuse experience

The Rochester and Syracuse HBCCLS pilot served predominantly owner-occupied units. The program targeted units occupied by owners with household incomes under 80% of area median for several reasons. First, the earlier Syracuse Home Repair program had successfully focused on this population and understood its needs and circumstances. Second, neither CDC partner had experience working with rental properties. Third, the majority of child care providers in both cities were owner-occupants. Earlier surveys of these providers indicated that they tended to care for more children and provide care in their homes for a longer period of time, thus increasing the program's impact. Finally, the Program's funding available for non-lead-related home-repairs was geared to owner-occupants.

The pilot ultimately served three rental properties in Rochester. Federal lead hazard control funds available to the project provided that renters could qualify for support if their incomes were below 50% of the area median income and if the landlord gave priority to renting the rehabilitated units to low income families with children under the age of six for at least three years afterwards. The owner of the units, who operated home-based child care sites throughout the city and employed family members and other caregivers in the units, requested services because one unit had enrolled a child with elevated blood lead levels and the owners wanted to make all their units lead-safe. All the renters were employees of the program, and each of the units was used for child care as well as living space, a practice that would continue after the repairs ended.

The inclusion of rental units in the program required adjustments to policies and procedures. First, the renters' incomes had to be evaluated to determine whether they met the income criteria. Since the $300/month rent was provided by the owner as an employee benefit, it was treated as income during this determination. After verifying that the incomes remained below 50% of area median, the owner and renters signed statements that the units would remain available as rental units with priority to serving families with a child under the age of six. The CDC and child care network office monitored that child care continued to be offered on-site by renter-employees of the program. Since the CDC lacked funds to support non-lead repairs in rental units, the pilot only addressed lead hazards in these homes. At the end of lead hazard control work, both the renters and the owner attended training on how to conduct ongoing maintenance.

Recommendations:

1. Start with owner-occupied units and expand to rental units after program policies and procedures are well-established.
2. Develop separate outreach, applications, and maintenance training for rental units.

5. Number of children in care

Because young children are especially vulnerable to the effects of lead, a HBCCLS Program may want to target its efforts to homes with large number of young children in care.

Implementation of this goal can be challenging. [The number if children cared for in home-based child care providers are more volatile than those of center-based care.] State licensing and regulatory agencies vary in the limits they set on the number of children under age six that may receive care in a home-based setting, both in total and during the course of a day. Equally as important, parents' changing economic situations may cause the number of children in care to vary dramatically over a six-month period. However, programs with limited resources may wish to use the number of children in care as a criterion for eligibility or to setting priorities for service.

The Rochester and Syracuse pilot initially targeted provider homes with four or more children in care for services. We quickly learned that this was unrealistic, and that enrollments varied dramatically even within a two-month period. Ultimately, the program restricted services to providers with at least one child under the age of six in care. Of the 25 providers served by the program, Rochester providers averaged 3 children under the age of six in care and the Syracuse providers averaged 5 children.

Recommendations:

1. Determine whether the program needs to set specific targets regarding the number of children in care.
2. If the program expects a large enrollment, use the number of children under age six in care as a criterion for scheduling repair work.
3. Develop a system to monitor fluctuations in the number of children in care.

Appendix 3–1
Family Child Care Survey

1. How many children do you care for in your home each week? _____

2. How long have you provided childcare in your home for children other than your own? ____ years

3. What is your family size? _____

4. Is your childcare business: ☐ registered, ☐ licensed, ☐ legally exempt from licensing/ registration?

5. If you are not registered or licensed, do you plan to become registered or licensed? ☐ Yes ☐ No

6. How long have you lived at your current address? _____ months _____ years

7. Do you own or rent the home or apartment you live in? Check your answer below.

A. ☐ OWN **OR** **B. ☐ RENT**

If you own, complete the questions below.

1. How much do you pay monthly in mortgage, property taxes and insurance? $ _____

2. Which of the following systems in your home need immediate repair?
   ☐ Electrical
   ☐ Plumbing/Sewer
   ☐ Heating/Furnace
   ☐ Roof/Gutters
   ☐ Fencing
   ☐ Porches/Exterior Stairs
   ☐ Walls/Paint & Plaster
   ☐ Windows/Screens
   ☐ Security/Doors/Locks
   ☐ Interior Stairways
   ☐ Foundation
   ☐ Other _____

   ☐ Nothing needs significant repair.

If you rent, complete the questions below.

1. How much is your monthly rent? $_____

2. How many rooms do you have, not counting any bathrooms? _____ rooms

3. What is the apartment's square footage? _____

4. Would you be interested in owning a home, if it were affordable & met the needs of your family & your childcare business? ☐ Yes ☐ No

5. What help would you need in order to purchase your own home? (*Check all that apply*).
   ☐ Money for downpayment & closing costs
   ☐ How to clean up credit problems
   ☐ How to find a mortgage
   ☐ How to find a home that meets my needs
   ☐ How to figure what payments I can afford
   ☐ Other _____

What is your annual net household income (net income from family childcare business plus other household income—line 22 of IRS Form 1040) *Check one*.

☐ Less than $15,000
☐ $15,000 to $19,999
☐ $20,000 to $24,999
☐ $25,000 to $29,999
☐ $30,000 to $34,999
☐ $35,000 to $39,999
☐ $40,000 to $44,999
☐ $45,000 to $49,999
☐ $50,000 or more

Your answers and your name & address will be completely confidential and will not be used beyond this project. Please help us to help family childcare providers by providing your:

Name: _____

Address: _____ ZIP Code _____

Defining and Managing Rehabilitation Services

4

In order to minimize disruption to the provider, and the families served by the child care business, a Home-Based Child Care Lead Safety Program requires tight control over the scope of work and the timing of construction. Communications and realistic expectations are the keys to program efficiency.

The Rochester and Syracuse pilot completed 26 units (25 provider homes and one relocation house) in 18 months, with the first units taking longer to complete than the last ones. The program budgeted up to $15,000 per unit in HUD funding for lead hazard control, and up to $10,000 per unit from other funding sources to address other structural conditions. However, the per unit costs varied dramatically, from under $1000 to over $70,000.

The Rochester and Syracuse pilot identified a number of important factors that improved program efficiency:

1. Clear parameters for the scope of work, including understanding of how funding sources' requirements affect that scope.
2. Realistic client expectations for the timing of construction and scope of services.
3. A pool of well-trained contractors that understand the unique conditions that affect construction in a child care setting.
4. Realistic goals for production.
5. Intensive on-site construction supervision.
6. Efficient communication with clients throughout all phases of the work.

1. Clear Parameters for the Scope of Work

Prior to client recruitment, the program defined the range of services it intended to provide:

1. Lead hazard control (e.g., paint stabilization — repair and repainting of surfaces with deteriorated lead-based paint; window repair or replacement; aluminum or vinyl siding if exterior painted siding could not be maintained in good repair by the owners; smooth and cleanable surfaces on floors, door frames, and window trim; treatments to block access to soil that contained lead; and, repair of underlying conditions that caused lead-based paint to fail). The exact nature of the repairs would be determined through a lead risk assessment by a licensed and certified risk assessor.

2. Repairs to meet child care licensing requirements, including steps to prevent injury (e.g., window guards or replacement windows with locks to prevent them from opening more than 4" to prevent falls; stair, porch and sidewalk repairs to reduce trip and fall hazards; electrical upgrades, furnace tune- ups, installation of smoke detectors and carbon monoxide alarms.

3. Repairs to meet local housing codes or housing livability or quality standards (e.g. roof or porch placement when the component could not be repaired, replacement of furnaces in dangerous condition, repairs or upgrades to electrical, water or sewer systems to meet code standards).

The Lead Safe Housing Rule (24 CFR Part 35, subparts B, J, and R) identifies 2 strategies for addressing lead-based paint hazards when federal funds are used in rehabilitation. Interim controls are temporary measures to address lead hazards, such as repairing paint, making surfaces smooth and cleanable, and covering bare soil. Lead hazard abatement is defined as the use of methods to enclose, encapsulate, or permanently remove lead hazards. Such treatments are expected to last at least 20 years.

The decision to employ interim controls or abatement strategies depends on program intent and funding. In 2001, HUD and EPA issued guidance on the differences between abatement and interim controls in federally assisted rehabilitation. Permanent repairs, such as window replacement, whose sole intent is to eliminate lead hazards are abatement and require the use of specially trained and certified lead abatement workers. Permanent repairs whose intent are to rehabilitate a structure are not defined as abatement, and can be conducted by workers trained in lead safe work practices, supervised by a lead abatement supervisor.

The age and type of property and the amount of federal rehabilitation funding involved also affects whether interim controls or abatement are required. For example, public housing requires permanent abatement. Rehabilitation in other types of housing is subject to different rules (See 24 CFR Part 35, subparts C-M).

Even with these parameters in place, there were many challenges to developing a scope of work. Because the program focused on primary prevention (i.e., preventing exposure to hazards), we knew that a "one size fits all" approach to services would not work. Each provider's home contained a unique set of environmental hazards, and each would require a unique set of repairs.

At the time of enrollment, we did not know whether a provider's home would contain lead hazards. Moreover, we knew that some clients might not meet our income guidelines or that the number of repairs needed would exceed our budget. We were concerned that if a client's home had a risk assessment early in the process, some clients might be left with knowledge of lead hazards but no resources to address them.

The scope of work consisted of the following phases:

1. Once providers' applications were screened for income eligibility, the housing and child care partner organizations conducted a joint visual assessment to determine the scope of necessary health and safety repairs (see Appendix 4–1). Since the housing partner's construction supervisors were also risk assessors, this assessment helped in estimating the scope of lead hazard control work. Experience with construction costs also enabled the construction supervisor to develop a preliminary cost estimate.

2. The initial scope of work and cost estimates were then compared to available funding sources (federal sources such as Operation LEAP, CDBG, and HOME, state and local resources such as New York State Affordable Housing Corporation, and private sources such as grants from corporations and the housing organization's own revolving loan funds). If the preliminary scope of work could be handled with existing resources, we proceeded to a lead risk assessment. If the scope of work exceeded the budget, the unit was not scheduled for a risk assessment until we secured additional funding.

3. Once a lead risk assessment was complete, the assessor's recommendations were evaluated. Under most circumstances, the project would implement the assessor's recommendations as written. However, we also took into account provider circumstances. Building components with lead-based paint in "fair" or "good" condition" might be treated, if we believed the owner might find it difficult to maintain the current condition in the child care space. The home of an elderly client who did not have the physical ability to repaint its exterior every four years might merit vinyl siding, as an alternative to the paint stabilization that would be sufficient from a lead hazard control perspective.

The size of the unit, its condition, and the requirements of different funding sources played a major role in per unit costs. While both locations had comparable average per unit lead hazard control costs, only two of the 12 units (17%) in Syracuse cost less than $10,000, while 5 of the 14 (36%) Rochester units did so. The lower Rochester costs reflected the fact that Rochester

exteriors were in better condition and did not require significant siding replacement or extensive exterior repainting. Syracuse costs may also have increased because the housing partner chose to use firms certified as lead abatement contractors to conduct the work. There was stiff competition for the services from these firms.

Table. 1. Mean Per Unit Expenses

Mean Per Unit Expenses	Rochester	Syracuse
Lead hazard control cost billed to the LEAP grant	$12,816	$14,226
Other rehabilitation costs (including lead hazard control costs in excess of LEAP allocation for the unit)	$5,579	$23,654

In contrast, the average "other" per unit rehabilitation costs were not comparable; those in Syracuse were considerably higher. All the Syracuse units received "other" repairs, but only 9 of the 14 Rochester units (64%) did so. Eleven of the Syracuse "other" repairs cost more than $10,000 per unit, compared to only 2 of the Rochester units. Exterior condition accounted for some, but not all, of this difference. The Syracuse pilot also leveraged a wider variety of funds in support of other repairs than the Rochester pilot. Since these funds included federal CDBG and HOME dollars, the units needed to meet the rigorous Housing Quality Standards (HQS) associated with these funds. Thus the Syracuse units were more likely to receive new roofs, porch demolition and replacement, and extensive repairs to electrical and water systems. Because Rochester had fewer leveraged funds, the project dealt only with the code and safety repairs that could affect child care licensing.

Cost Controls

We sought to tailor repairs to individual circumstances, while controlling costs. Our first cost-control strategy was to develop a pool of pre-screened contractors who would work from a set of standard construction specifications and agree to fixed costs per specification (see Appendix 4–2). This process is often used by HUD Lead Hazard Control Grantees to standardize costs and expedite bidding. We soon learned that the volume of work in each city was too small to build such a contractor pool. The housing partners had expressed concern that the use of standard specification for the small number of units in each city might delay the project start, since this required contractors to do business in a different way than they were used to. Their concerns proved correct, and we lost more than a month in the effort to build contractor support. However, standardized might be feasible if more than 20 units a year are anticipated.

A second cost-control strategy, employed in Syracuse, was to build performance incentives and penalties into the contract language. We faced stiff competition for contractors from other rehabilitation projects in the City of Syracuse. To attract contractors, the bid agreement required all lead hazard control activities be complete within 14 workdays, including the time for clearance testing. Contractors who completed the work and achieved clearance in fewer than 14 days received a daily bonus; those who took longer than the planned 14 days did not. The strategy had mixed success. It increased interest in bidding for jobs, but proved difficult to enforce. When both lead hazard control and other repairs were scheduled within the 14-day period, the program had trouble determining whether delays were related to completion of the lead hazard or the other repairs.

A third cost-control strategy, employed in Rochester, was to purchase replacement windows in bulk, using a discount negotiated with an area supplier. Contractors then bid only on the installation costs. This strategy not only helped to contain costs, but also increased scheduling efficiency. Since NHSR could order the windows at the time the unit went to bidding, there was little delay between when the contract was awarded and when work could begin.

The program also learned an important lesson about administrative cost escalation from its early units. When grant funds were involved, the program selected the lowest qualified bidder and informed the client of the contractor selection. However, when the client qualified for the organization's revolving loan funds, the client

could chose the contractor her/she preferred as long as the bid was in the low range. In either case, clients sometimes made "side deals" with contractors to do additional work, or substitute materials not in the original scope of work. The housing partner organization was often not aware of these "side deals" until after the construction was underway. These "side deals" added to the potential for controversy about whether the work met client expectations, which led to delays, and in two cases, arbitration. While delays did not increase the per unit costs billed to the grant, they increased the housing partners' staff costs for construction oversight. Delays also disrupted planning for relocation. Finally, frustration with clients could affect the contractors willingness to bid for future jobs. On later units, both organizations took additional precautions to prevent delays and substitution of materials. However, these precautions continued to add to staff costs.

Recommendations:

1. Before recruiting clients, identify a master set of repairs, and specifications that the program will support.
2. If multiple funding sources are involved, identify which repairs receive priority under the different funding streams.
3. Communicate this information to the clients at the time of enrollment.
4. Develop clear policies about client involvement in contractor selection and additions/changes to the scope of work negotiated by the client and contractor without the Program's knowledge.
5. Establish bulk purchase agreements with area suppliers to standardize costs and expedite scheduling.
6. If the program anticipates more than 20 units within a year, consider instituting a process of pre-screening contractors and setting fixed reimbursements for individual construction specifications.

2. Client Expectations

Clients must understand from the beginning that a Home-Based Child Care Lead Safety program is not a standard home remodeling program. Child care licensing requirements, funding sources, and the need to limit the time out of the unit restricts the scope of the work. Luxuries, such as kitchen and bath remodeling, new appliances, etc., cannot be part of the construction package, even if the homeowner funds part of the work. Failure at the beginning of the project to set clear limits on what repairs will be supported can lead to delays and client frustration. In retrospect, this was one area where the pilot needed improvement.

As noted earlier, the Rochester and Syracuse pilot employed a great deal of flexibility in setting the scope of work. To control expectations, prospective applicants were asked to complete a Statement of Interest (see Appendix 6–3) where they identified the repairs they thought were needed. These repairs on the checklist were limited to the health and safety repairs outlined above. Outreach brochures and information meetings also stressed that the repairs were limited in scope.

However, the program failed to anticipate the degree to which child care providers enrolled in the program would compare notes on their scopes of work. We also failed to appreciate how little the clients understood about the construction process and how the construction options were limited by risk assessment findings and funding requirements. Informal communication among providers led to false expectations about the work to be done on their units. For example, a unit that had wooden kitchen cabinets with lead-based paint in poor condition might need builder's grade replacement cabinets. Another unit with wooden painted cabinets free of lead hazards would not receive replacement cabinets, but the provider may have expected them based on communications with other clients.

The concept of "builder's grade" also posed a challenge to communicate. Each housing partner's standard specifications identified the quality of materials. However, the program soon learned that the clients needed to have the specifications for their property explained to them before the bidding process started. They also needed to have concrete examples of what constituted "builder's grade" materials. Finally, both contractors and clients needed to understand that there would be no deviations from these specifications once the bid was awarded.

Over time, both housing partners modified their bidding practices and client/contractor meetings to send consistent messages about the limitations to the scope of

work. However, the program could have avoided some mid-course corrections had it provided more concrete examples of the scope of work and materials during initial enrollment.

Recommendations:

1. Develop a sample set of job specifications and review these with potential clients early in the enrollment process.
2. Provide a master list of what repairs can and cannot be covered by different funding sources.
3. Provide examples and informational brochures on the grades of materials used by the program. Specify in advance whether the program will permit upgrades, and how clients will be billed for upgrades.
4. Review job specifications with clients before the bidding process starts.
5. Restrict change orders.

3. A Trained Pool of Contractors

A pool of trained contractors who are familiar with the housing partner's specifications and procedures ensures timely and efficient production. A Home-Based Child Care Lead Safety Program will demand even more from its contractor base than the average rehabilitation project, for several reasons:

1. Contractors will have to complete lead hazard control and clearance in a very short time frame to minimize the time the business cannot operate in the unit.

2. Contractors will need to conduct non-lead-related repairs so as not to interfere with ongoing child care operations. This requires careful scheduling and coordination between contractors and their subcontractors, and an understanding of how standard construction practices might pose risk to children or child care licenses. For example, construction dumpsters cannot block access to play areas or parking. Demolition activities cannot leave metal scraps, nails, insulation, or other materials within children's reach or interfere with exits from the home. Storage of materials or equipment on-site must occur in locations that the provider approves, and that meet licensing requirements. Many contractors may be discouraged from bidding by these challenges.

We learned a number of lessons about attracting and retaining a qualified pool of contractors. Initially, shortages of qualified lead abatement supervisors and lead safe work practice-trained contractors delayed bidding in both cities. Given the high labor turnover in construction, both locations also found it necessary to train additional contractor staff during the two years of the project. HHQ instituted a mentoring program for newly trained lead abatement contractors to reinforce that training.

Initially, some contractors were reluctant to bid on the project because of its scope and short timeframes. To increase interest in the program, each housing partner invited prospective contractors to an information session. The relocation and lead hazard control timeframes, job specifications, and bidding process were reviewed in detail. Bid packages went to a minimum of three contractors, and each housing partner added new firms to the bidding pool as more contractors were trained. At the same time, the program sought to improve the quality of the contractor base: contractors with slow performance or who had two units that failed to achieve lead clearance on the first try were dropped from the pool of bidders.

Both pilot sites found that small contractors, and especially those used to small rehabilitation projects, struggled with the tight scheduling requirements for the project. HHQ required all successful bidders to submit lead hazard control plans with daily work schedules so that lead hazard control was complete within 14 days, which helped to keep contractors on track. NHSR representatives met with potential bidders at the provider's home to review specifications and discuss how to plan the timing of the work.

Both sites also found that the most successful contractors were those who could efficiently schedule the delivery of needed materials, especially windows. At first, both pilot sites allowed successful bidders to order materials as they did with other rehabilitation projects.

However, this added unpredictability to the construction start date, made it difficult to plan for relocation, and led to client frustration. Since the program was managed on a cost-reimbursement basis, the contractor's capital was also tied up when work did not begin shortly after the materials had arrived. Later, both pilots revised the bidding process to require that ordering and delivery of supplies take no more than three weeks, with construction to start no later than four weeks after the bid was awarded. Contractors who could not meet this deadline chose to drop out of the contractor pool. Those who remained found this improved their ability to set a firm construction start date. NHSR, as noted earlier, also began to order the windows at the time the specifications went out for bid. Thus, windows were in stock by the time bids had been returned. This enabled the last Rochester units to go into production within two weeks after contracts were awarded.

Recommendations:

1. Evaluate the contractor base before setting production goals.
2. Meet with available contractors at the beginning of the program to set expectations for bids, scheduling, and construction quality.
3. Meet with contractors on site to review job specifications, material storage practices.
4. Plan to train contractors in lead safe work practices or lead abatement at least quarterly.
5. Establish a mentoring program for contractors who are new to the program.
6. Require that contractors have all materials on hand before construction begins to avoid delays.

4. Realistic Goals for Production

One of the other areas where we learned important lessons concerned production goals. Our initial benchmark per unit was six months for enrollment, assessment, and completion of all repairs. We soon found that the first units took considerably longer than this. Additional time was needed to:

1. Assemble appropriate documentation for the application (often 1–2 months);
2. Underwrite the application and, if necessary, secure additional funding for repairs;
3. Conduct appropriate environmental and historic preservation reviews (a minimum of 2 months)
4. Schedule parent informational meetings and secure blood lead tests (often 3 months);
5. Prepare the relocation house (6 months);
6. Develop the scope of work and bid the job (2–3 months); and,
7. Complete other health and safety repairs after lead hazard control was complete (2 months).

The program took several steps to increase its efficiency. As noted in Chapter 1, by assigning each partner the lead role for specific tasks, several tasks could occur concurrently, which reduced the time for processing applications. For example, we reduced historic preservation review delays by obtaining the applicant's consent to start the review on the Statement of Interest. The review could be completed before the application was filed.

A second step involved improvements to planning for use of the relocation house. When we began the project, we believed that all providers would choose to use the relocation house. This confined us to a production schedule of one unit per month. The occupants of nine of the units, however, chose to close their business during construction. This led us to change our scheduling process. Each month, we targeted one unit for use of the relocation house, and then scheduled construction for one unit that did not require relocation. This enabled us to increase production to two units a month in each city.

Nevertheless, the complexity of the projects, and the special transportation and other relocation needs associated with the child care business, still meant that the average time between initial interest and final construction took more than the projected six months. We believe this was related to several factors:

1. Too small a number of units in either city to achieve economies of scale (i.e., rapid processing of orders, large discounts in materials, construction staff solely dedicated to operating the program);
2. Changing enrollment in the child care businesses, which required multiple visits to educate parents and obtain consents for blood lead testing;
3. Difficulties in setting start dates, in part related to the complexities of relocation planning and in part related to delays in materials delivery; and
4. Difficulties in building a stable contractor base.

In retrospect, we believe community-based housing organizations should not undertake a project of this magnitude unless they are prepared to address more units per year than we accomplished in the pilot, or to partner with an existing lead hazard control program. Because of the high volume of communication associated with this kind of project, there needs to be sufficient volume to engage a 1/2 FTE construction supervisor.

5. Intensive On-Site Supervision

Based on our experience in both cities, we conclude that daily on-site supervision is the key to steady production and client satisfaction.

This is a change from our expectations at the start of the program. Initially, we did not plan to have daily construction supervision by our community-based housing partners. Each contractor was required to have the lead hazard control work done under the supervision of a lead abatement supervisor. Other construction would be handled under the contractors' normal supervisory practices, with the housing partner's construction supervisor making a final inspection with the client at the end of the work.

Over time, we learned that three practices improved the flow of work and increased client satisfaction:

1. Digital photos of the unit before, during, and after construction. This allowed contractors and supervisors to evaluate the state of the unit before lead hazard control began, and to be certain that valuables had been packed away appropriately. It also enabled the program, and the clients, to develop a common frame of reference for the condition of the work. If there were disagreements about whether the work conformed to specifications, these photos were important to resolving them.
2. Daily communication between the housing partner and the contractor about work progress. This helped the program monitor progress and communicate with clients who were out of the unit. Frequent progress updates, in turn, reduced the risk of clients breaking containment during lead hazard control to see how the work was progressing. Ongoing communication also demonstrated the high priority the program placed on efficient and quality construction.
3. Frequent site visits by the housing partner's construction supervisor. This enabled the program to monitor quality, and also to problem-solve with the contractor when work was delayed or did not meet expectations.

Frequent on-site supervision, however, increased the total staff costs of the program. The project initially budgeted for one 1/4 FTE construction supervisor. Over time, both housing partners needed to assign additional technical support staff to monitor construction progress and to communicate with clients.

Recommendations:

1. Budget for 1/2 FTE construction supervisor.
2. Require contractors to take digital photos of the unit before, during, and after construction.
3. Plan for daily communication between the program and the contractor during construction. Include this as a requirement of the contract.
4. Have construction supervisors conduct random visits to the unit every few days to observe work.

6. Efficient Client Communication

Child care providers, as business people, may expect a different level of communication and work progress than the average housing rehabilitation client. Delays in construction have tangible effects on their businesses. If

providers cannot offer care at convenient times or in a physical environment that meets parent expectations, they lose business. Consequently, their patience with delays and miscommunication is limited.

Our program initially under-estimated how labor-intensive communication would be throughout the life of the project. Over time, a number of strategies evolved for improving communications:

1. *Providers received a list of the names, phone numbers, and responsibilities for all the members of the program who would contact them*. Initially, the program communicated this information in a sequential fashion (i.e., first, who to call when the applications were being prepared; later, who to call at the housing partner organization). However, since several partners might be in contact with the client during a particular phase of the project, clients soon became confused and tended to make repeat calls to the partner with whom they were most familiar. This added time to the communications process, as calls had to be forwarded to the appropriate individuals at other organizations.

2. *Time frames for program responses to client phone calls.* Since staff at each partner organization had other responsibilities not related to this project, there were delays in responses to telephone inquiries. Providers would often call staff at several organizations when they were impatient with a delay. This again added time to the communication process.

3. *Client updates on a monthly basis*. Because there were delays between the submission of the application, development and bidding of the specifications, and scheduling of the work, providers sometimes felt lost in the process. Monthly updates reduced anxiety and enabled the clients to communicate more effectively about schedules with parents.

4. *Frequent, if not daily, communication* with clients during the period of lead hazard control to prevent the risks of clients breaking containment and update them on progress.

5. *Easier access to contractors* by phone by both clients and program staff.

Nonetheless, exit interviews with clients indicated that communication continued to be the area where the program needed most improvement.

Recommendations:

1. Provide a complete list to the clients of all the offices/organizations that will contact the clients during the initial outreach.
2. Consider a toll-free number or a website/email link specifically dedicated to client inquiries.
3. Specify who to call for specific types of questions, and how long to expect for a reply.
4. Establish a telephone tree within the program so that inquiries can be forwarded efficiently to the right persons.
5. Assign one 1/2 FTE staff member as communication liaison with the clients.
6. Send bi-weekly or monthly progress updates to clients.
7. Provider daily client updates when lead hazard control is underway.
8. Require contractors to respond to client inquiries within a fixed time period (i.e., 1 day turnaround).

Appendix 4–1

The Home Based Child Care Lead Safety Program visual assessment tool combines items from the following instruments:

- The NYS Office of Children and Family Services (NYS OCFS) Day Care Regulations ,quality standards outlined in sections 417,3, 4, and 5.
- Caring for Our Children: National Health and Safety Performance Standards : Guidelines for Out-Of-Home Child Care, from the American Academy of Pediatrics, National Resource Center for Health and Safety in Child Care, American Public Health Association, and Maternal and Child Health Bureau.
- Housing Voucher Choice Program Inspection Form, ref Handbook 7420.8 form HUD-52580-A (9/00).
- The Family Day Care Rating Scale by Thelma Harms and Richard M. Clifford. The Family Day Care Rating Scale (FDCRS) was developed especially for the assessment of infant/toddler group care. The FDCRS consists of 32 items, which assess the quality of center-based child care for children up to 30 months of age. Home repairs will be performed in accordance with several of the criterion of the FDCRS under the headings "Space and Furnishings for Care and Learning" and "Basic Care."

Home-Based Child Care Lead Safety Program
Visual Assessment Form
Face Sheet

Owner: _____

Site Address: _____

City, Zip: _____ **Phone:** _____

Day Care Operator: _____

Number of children: Resident _____ < age 6 _____ 6 & older Day Care_____ < age 6 _____ 6 & older

What rooms are used for day care operations? (Check all that apply)

Living room ☐ Basement ☐
Dining room ☐ Family room/Den ☐
Kitchen ☐ Other (specify): ☐ _____

Number of stories: _____ **Year built:** _____

Number of bedrooms: _____ **Number of bathrooms:** Full _____ Half _____

Basement: ☐ Yes ☐ No **Attic:** ☐ Yes ☐ No

Roof type: ☐ Pitched ☐ Flat **Roofing material:** _____

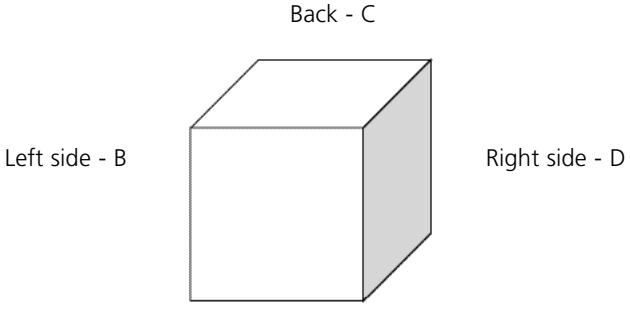
Siding type: ☐ Vinyl ☐ Aluminum ☐ Wood ☐ Other (specify) _____

Type of heating system: ☐ Natural gas ☐ Oil ☐ Electric ☐ Other _____

Central Air: ☐ Yes ☐ No

Number of Pets: Cats _____ Dogs _____ Other (specify) _____

Please refer to the following graphic when completing the exterior visual assessment on Page 2.



Front (facing street) – A

	EXTERIOR	Side				If 2 or 3, describe recommended actions and priority
		A	B	C	D	
	Condition (1–3, CD, NA) **1 = Appears Acceptable, 2 = Needs minor repairs, 3 = Needs major repairs, CD = Cannot be determined, NA = Not applicable**					
1.	**Grade/drainage** No evidence of water seeping into foundation					
2.	**Gutters and Downspouts** Not broken, no parts missing, conducts water to ground					
3.	**Roof** No holes/cracks, shingles not raised/missing, roofline does not sag, roof free of moss					
4.	**Walls and Siding** Siding has no holes/large cracks, broken/missing shingles or boards; walls are not out of plumb, bulging, or unstable; no evidence of flaking/peeling paint; no evidence of mold/moss/mildew					
5.	**Porch, Porch Roof, Stairs and Railings** No major components broken, missing, or out of alignment Access to areas under porches blocked with lattice or similar materials					
6.	**Windows and trim** No missing/broken windows; trim shows no flaking/peeling paint					
7.	**Exterior doors and trim** No missing/broken doors; trim shows no flaking/peeling paint					
8.	**Ground free of exterior paint chips**					
9.	**Yard condition** No areas of bare soil, yard free of debris, water features fenced					
10.	**Play area condition** Fencing present, in good repair and of appropriate design, areas are free of bare soil, water features fenced, play equipment in good repair					
11.	**Protection of openings** Openings to the outside are protected from the entrance of flying insects Foundation, roof, walls, floors, ceilings, windows and exterior doors are protected from the entrance of rodents					
12.	**Foundation** Free of visible cracks, no missing materials, structure does not lean and is visibly sound					
13.	**Chimney** Masonry is not cracked, no bricks are missing or loose, structure does not lean and is visibly sound					

Notes:

INTERIOR: Systems & Safety

For each numbered item, check one box only

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
S-1 Heating System						
System is capable of delivering healthy climate inside unit (65–75° F).	☐	☐	☐	☐		
The temperature of the hot water is not less than 60° F and does not exceed 120° F.	☐	☐	☐	☐		
No debris or materials are stored within 4 ft. of furnace.	☐	☐	☐	☐		
S-2 Space heaters						
All space heaters are UL or ETL certified.	☐	☐	☐	☐		
All space heaters are inaccessible to children.	☐	☐	☐	☐		
S-3 Cooling system						
Unit has adequate ventilation and cooling by means of openable windows or a working cooling system.	☐	☐	☐	☐		
S-4 Odors						
Unit is free from sewage and obvious odor of sewage.	☐	☐	☐	☐		
Unit is free from other strong odors or tobacco smoke.	☐	☐	☐	☐		
S-5 Emergency egress						
There is an acceptable fire exit that is not blocked.	☐	☐	☐	☐		
S-6 Interior stairs and common halls						
Interior stairs and common halls are free from trip and fall	☐	☐	☐	☐		
S-7 Fire/Burn Safety						
There is a working smoke detector adjacent to furnace	☐	☐	☐	☐		

Additional comments: (Reference item number)

INTERIOR: Kitchen

If a separate kitchen is used for the day care operation, complete a separate form and make notation

For each numbered item, check one box only

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
K-1 Electricity						
At least 1 working outlet and 1 working permanently installed light fixture.	☐	☐	☐	☐		
GFIs near water sources.	☐	☐	☐	☐		
Switches in good repair.	☐	☐	☐	☐		
K-2 Electrical Hazards						
No exposed wiring.	☐	☐	☐	☐		
K-3 Security						
All accessible windows and doors are childproof, lockable, have safety grade glass.	☐	☐	☐	☐		
All doors open and close completely.	☐	☐	☐	☐	☐ Not applicable	
If doors are lockable, they can be unlocked from outside.	☐	☐	☐	☐	☐ Not applicable	
There are locks or guards on all windows that are <32" above floor level.	☐	☐	☐	☐		
K-4 Window condition						
All windows can be easily opened and have no missing or broken out panes.	☐	☐	☐	☐		
K-5 Ceiling condition						
Ceiling is sound, free from large cracks, holes, or deteriorated paint/plaster.	☐	☐	☐	☐		
K-6 Wall condition						
Walls are sound, free from large cracks, holes, or deteriorated paint/plaster.	☐	☐	☐	☐		
K-7 Floor condition						
Floor is free of holes/broken tile, is smooth and cleanable.	☐	☐	☐	☐		

INTERIOR: Kitchen (continued)

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
K-8 Paint condition Ceilings, walls, floor show no evidence of flaking or peeling paint.	☐	☐	☐	☐		
K-9 Mold/moisture Ceilings, walls, floor show no evidence of mold, moisture damage. Room is free of musty smell.	☐	☐	☐	☐		
Plumbing has no leaks.	☐	☐	☐	☐		
K-10 Stove or range Working oven and/or stove. that is mechanically vented and inaccessible to children.	☐	☐	☐	☐		
K-11 Sink Working kitchen sink with hot and cold running water.	☐	☐	☐	☐		
K-12 Drinking water Drinking water is available to children at all times.	☐	☐	☐	☐		
K-13 Space for storage, preparation and serving of food Space to store, prepare and serve food is inaccessible to children.	☐	☐	☐	☐		
K-14 Insects/vermin No evidence of insect infestation or rodent droppings.	☐	☐	☐	☐		
K-15 Trash & garbage Garbage is placed in containers inaccessible to children.	☐	☐	☐	☐		
K-16 Fire/burn safety Working fire extinguisher.	☐	☐	☐	☐		
Presence of working smoke alarm.	☐	☐	☐	☐		
Radiators and pipes covered.	☐	☐	☐	☐		

INTERIOR: Kitchen (continued)

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
K-17 Emergency escape All openings for emergency. use have a 24" minimum dimension in each direction. At least two alternative means of egress.	☐ ☐	☐ ☐	☐ ☐	☐ ☐		
K-18 Poison prevention Pesticides, fertilizers, cleaning. supplies, drain cleaners or other toxic chemicles kept in areas inaccessible to children.	☐	☐	☐	☐		

Additional comments: (Reference item number)

INTERIOR: Bathroom #_____

Complete a separate form for each bathroom and identify with a number.
(If a separate bathroom is used primarily for the day care operations, make notation.)
For each numbered item, check one box only

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
B-1 Electricity						
At least 1 working outlet and 1 working permanently installed light fixture.	☐	☐	☐	☐		
GFIs near water sources.	☐	☐	☐	☐		
Switches in good repair.	☐	☐	☐	☐		
B-2 Electrical Hazards						
No exposed wiring.	☐	☐	☐	☐		
B-3 Security						
Toilet rooms have barriers that prevent entry of unattended toddlers.	☐	☐	☐	☐		
All doors open and close completely.	☐	☐	☐	☐		
All doors can be easily opened from inside.	☐	☐	☐	☐	☐ Not applicable	
If doors are lockable, they can be unlocked from outside.	☐	☐	☐	☐	☐ Not applicable	
There are locks or guards on all windows that are <32" above floor level.	☐	☐	☐	☐		
B-4 Window condition						
All windows can be easily opened and have no missing or broken out panes.	☐	☐	☐	☐		
B-5 Ceiling condition						
Ceiling is sound, free from large cracks, holes, or deteriorated paint/plaster.	☐	☐	☐	☐		
B-6 Wall condition						
Walls are sound, free from large cracks, holes, or deteriorated paint/plaster.	☐	☐	☐	☐		
B-7 Floor condition						
Floor is free of holes/broken tile, is smooth and cleanable.	☐	☐	☐	☐		

INTERIOR: Bathroom #_____ (continued)

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
B-8 Paint condition Floor, windows, doors, trim and ceilings are free of flaking/peeling paint.	☐	☐	☐	☐		
B-9 Flush toilet in an enclosed room in unit Working toilet in room separate from those used for cooking, sleeping, playing, or eating. Day care bathroom must. not be more than one floor level away from program area.	☐ ☐	☐ ☐	☐ ☐	☐ ☐		
B-10 Fixed wash basin or lavatory Working, permanently installed wash basin with hot and cold running water in the unit.	☐	☐	☐	☐		
B-11 Ventilation Openable windows are childproof. Working ventilation and exhaust system.	☐	☐	☐	☐		
B-12 Mold/moisture Ceilings, walls, floor show no evidence of mold, moisture damage. Room is free of musty smell. Plumbing has no leaks.	☐ ☐	☐ ☐	☐ ☐	☐ ☐		
B-13 Insects/vermin No evidence of insect infestation or rodent droppings.	☐	☐	☐	☐		
B-14 Trash & garbage Garbage is placed in containers inaccessible to children.	☐	☐	☐	☐		
B-15 Fire/burn safety Working fire extinguisher. Presence of working smoke alarm. Radiators and pipes covered.	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐		

INTERIOR: Bathroom #_____ (continued)

Item No. Description	Appears in acceptable condition	Needs minor repairs	Needs major repairs	Cannot determine	If area needs major or minor repair specify what actions are recommended. Refer to assessment guide for examples of minor & major repairs.	Prioritiy for repair High, Medium or Low
B-16 Emergency escape All openings for emergency. use have a 24" minimum dimension in each direction.	☐	☐	☐	☐		
At least two alternative means of egress.	☐	☐	☐	☐		
B-17 Poison prevention Pesticides, fertilizers, cleaning. supplies, drain cleaners or other toxic chemicles kept in areas inaccessible to children.	☐	☐	☐	☐		

Additional comments: (Reference item number)

INTERIOR: Other room used for living and halls

(Enter assessment code for each room inspected)

1 = Acceptable condition
2 =Needs minor repairs (Enter recommended actions and repair priority on Page 13)
3 = Need major repairs (Enter recommended actions and repair priority on Page 13)
CD = Can not determine
NA = Not applicable
Refer to assessment guide for examples of minor and major repairs

Item No. Description	Bedroom or other room used for sleeping	Dining room or dining area	Living room, family room, den, playroom, TV room	Entrance halls, corridors, stair cases	Finished basement	Other
O-1 Electricity& Illumination If bedroom, at least 2 working outlets or 1 working outlet and 1 permanently installed light fixture If not bedroom, means of illumination						
O-2 Electrical Hazards No exposed wiring.						
O-3 Security Windows and doors that are accessible from the outside are lockable All doors can be opened and closed completely All doors can be easily opened from inside If doors are lockable, they can be unlocked from outside There are locks or guards on all windows that are <32" above floor level						
O-4 Window Condition All windows can be easily opened and have no missing or broken out panes						
O-5 Ceiling Condition Ceiling is sound, free from large cracks, holes, or deteriorated paint/plaster						

INTERIOR: Other room used for living and halls (continued)

(Enter assessment code for each room inspected)

Item No. Description	Bedroom or other room used for sleeping	Dining room or dining area	Living room, family room, den, playroom, TV room	Entrance halls, corridors, stair cases	Finished basement	Other
O-6 Wall Condition Walls are sound, free from large cracks, holes, or deteriorated paint/plaster						
O-7 Floor Condition Floor is free of holes/broken tile, is smooth and cleanable						
O-8 Paint Condition Floors, windows, doors, trim and ceilings are free of flaking/peeling paint						
O-9 Ventilation Openable windows are childproof						
O-10 Basement Room is well lighted with comfortable temperature and humidity and free of friable asbestos						
O-11 Mold/moisture Ceilings, walls, floor show no evidence of mold, moisture damage. Room/ area is free of musty smell. Plumbing has no leaks						
O-12 Insects/Vermin No evidence of insect infestation or rodent droppings						
O-13 Trash & Garbage Garbage is placed in containers inaccessible to children						

INTERIOR: Other room used for living and halls (continued)

(Enter assessment code for each room inspected)

Item No. Description	Bedroom or other room used for sleeping	Dining room or dining area	Living room, family room, den, playroom, TV room	Entrance halls, corridors, stair cases	Finished basement	Other
O-14 Fire/Burn Safety Working fire extinguisher. Presence of smoke alarm Radiators and pipes covered						
O-15 Emergency Escape All openings for emergency use have a 24" minimum dimension in each direction. At least two alternative means of egress.						
O-16 Poison Prevention Cleaning supplies drain cleaners or other toxic chemicals kept in areas inaccessible to children.						

Additional comments: (Reference item number

Recommended Actions and Repair Priority:
Other rooms used for living and halls

Room/Area	Recommended Actions	Priority for repair High, Medium or Low
Bedroom/Sleeping room		
Dining room/Dining area		
Living room/Family room		
Entrance halls, corridors and stairs		
Finished basement		
Other		

Visual Assessment Repair Guide

Use as a guide to determining whether minor or major repairs are needed.

Assessment Area	Minor	Major
Exterior	Redirection of downspouts/Clean gutters Limited replacement of siding on one side of house Replace/repair portions of fence Replace shingles on portion of roof Paint one wall Repair 25% of windows Repair of cracks and holes in < 50% of foundation area Cover access under porches with lattice Cover <25% of play areas with fabric barrier and 4" of mulch Repair cracks in or paint exterior doors Cover vents or other areas accessible to birds and vermin Cut back or prune vegetation	Replacement /repair of siding on more than one side of house Rebuild fence or build new fence Replace shingles or repair more than 50% of roof surface Paint all exterior walls Repair or replace 50% or more of windows Repair of cracks or holes in 50% or more of foundation Repair or replace more than 50% of porch structure Cover 25% or more of play areas with fabric barrier and 4" of mulch Replace most exterior doors Repair or replace chimney Cut down trees or landscape more than 50% of yard
Interior systems and safety	Wrap/insulate hot water heater Pipes needs snaking Replace/repair some stairs and railings Repair furnace	Replace hot water heater Waste pipes need replacement/system needs complete overhaul Replace or repair most stairs and railings Replace furnace
Kitchen	Repair crack/chips in walls Cover exposed wiring/install GFI Replace switch plates Repair/replace portions of floor or ceiling Clean mold and mildew Put locks or guards on windows <32" Repair stove Repair or replace doors Repair cabinets Paint over existing surface	Replace drywall Replace most outlets, sockets and wiring; move electrical outlets Replace entire floor or repair 50% or more of ceiling Replace stove Replace sink Replace cabinets Install exhaust fan
Bathroom	Repair water damage, crack/chips in walls Paint over existing surface Cover exposed wiring/install GFI Replace switch plates Repair/replace portions of floor or ceiling Clean mold and mildew Repair/rehab windows Put locks or guards on windows <32" Repair toilet or sink Repair or replace doors	Replace drywall on one or more walls Replace most outlets, sockets and wiring Replace entire floor or repair 50% or more of ceiling Replace sink Replace toilet Install exhaust fan Replace windows
Other rooms	Repair crack/chips in walls Stabilize/Paint over existing surface Cover exposed wiring/install GFI Replace switch plates Repair/replace portions of floor or ceiling Clean mold and mildew Repair/rehab windows Put locks or guards on windows <32" Repair or replace doors	Replace drywall Replace most outlets, sockets and wiring Replace entire floor or repair 50% or more of ceiling Replace windows

Appendix 4–2
Home-Based Child Care Lead Safety Project
Sample Contractor Application Package and
Pre-Bid Master Specifications

Home-Based Child Care Lead Safety Project
Criteria for Acceptance onto Contractor List

All Contractors Must:

1. Complete the Contractor Application Form and Addendum, and provide the requested supporting documentation unless valid and current documents are already on file with *[NAME OF HOUSING ORGANIZATION HERE]*.

2. Submit Notices of Completion for all workers and supervisors who have taken and passed approved lead-safe work practices training courses.

3. If a licensed lead abatement contractor, submit current and valid Lead Abatement Worker and Lead Abatement Supervisor certificates and licenses for all such workers and supervisors, and the firm's current and valid license as a lead abatement contractor.

4. Have a proven track record of quality performance of lead abatement or renovation, remodeling and rehabilitation projects. References are required for a minimum of three (3) previous projects. If the Contractor has done 3 or more projects for *[HOUSING ORGANIZATION]* in the past 3 years and has had satisfactory performance on its last 3 consecutive projects, no new references will be required.

5. Comply and abide with Section 3, MBE, WBE and EEO policies and requirements of the City, the State, and the Federal government.

6. Submit policy documents and/or other written evidence, including "additional insured" endorsements and certificates of insurance, that contractor carries the following insurance for all projects awarded:
   - General Liability written on an "occurrence" basis with no sunset clause ($300,000 per occurrence/$300,000 aggregate).
   - Worker's Compensation.
   - *[NAMES OF ALL PARTNER ORGANIZATIONS]* must be named as certificate holders and "additional insureds" on all such policies.

7. Keep all required insurance policies current and mail policy renewal certificates and/or declaration pages to *[NAMES OF PARTNER ORGANIZATIONS]*. Provide a Business Certificate. If incorporated, submit copies of papers pertaining to incorporation.

8. Pay an $80.00 fee each time there is a failed dust wipe sample at a job site. This fee covers the cost of re-testing and laboratory analysis.

9. Consistently perform quality work in accordance with the Home-Based Child Care Lead Safety Program Pre-Bid Specifications. Additionally, all work is to be performed according to local codes and the contractor is responsible for obtaining all necessary permits if and when required by the contract.

10. Remain current and informed regarding Federal and State requirements and guidelines regarding lead-based paint hazard reduction.

11. Warranty all work for a period of one (1) year from the date of the final inspection, unless otherwise required by law. During this one (1) year warranty period, the contractor must be willing to investigate homeowner complaints regarding items that were completed during the project. Any responses to complaints must be made in a timely manner.

12. Adhere to all requirements and terms of the contract, including the start and finish dates. All anticipated delays, including their legitimacy, shall be approved or denied in advance by the Program Manager. There is a $200 per day penalty for violation of the completion dates as stated on the Proceed Order unless otherwise approved by the Program Manager. All project delays due to weather, material delivery or other factors must be approved by special permission from the Program Manager.

13. Clear all jobs within two weeks to reduce the risk of existing lead hazards at the job sites, unless a different time period has been agreed to in writing by the Program Manager. A contractor will not be eligible to bid on new job projects if that contractor has three (3) or more projects that have not been completed according to the Program Manager.

    As an incentive, the if the contractor completes the work prior to the agreed upon scheduled finish date and the unit passes a clearance inspection, the Program will pay the contractor $200.00 per day starting on the day immediately after receipt of notice of successful clearance and up to and including the original project finish date.

14. Begin all jobs within a month of the loan closing with the homeowner. The Program Manager must grant any variation or delays in the start date.

Home-Based Child Care Lead Safety Project
Contractor Application

(Please print or type)

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____ Pager: _____

Owner's Name: _____

Social Security #: _____ Federal Tax ID #: _____

Owner's Residence (if different than company address): _____

---

1. Please list the names and addresses of at least three (3) property owners for which your firm has completed renovation, remodeling or rehabilitation work, or lead hazard control work within the last three (3) years:

   Name of property owner(s): _____

   Address: _____

   Telephone #: _____

   Name of property owner(s): _____

   Address: _____

   Telephone #: _____

   Name of property owner(s): _____

   Address: _____

   Telephone #: _____

   Name of property owner(s): _____

   Address: _____

   Telephone #: _____

I/We certify that all information contained in this application is true and correct to the best of my/our knowledge:

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Home-Based Child Care Lead Safety Project
Contractor Application Addendum

General Background:

A. Current President or Chief Executive Officer: _____

B. Name and Address of current affiliated companies, if any (parent, subsidiary, divisions):

_____

_____

Financial Status:

A. [NAME OF PARTNER ORGANIZATIONS] reserve the right to request financial status information on a case-by-case basis.

B. *Bankruptcies:*

1. Has the contractor or any of its parents, subsidiaries or divisions ever had a Bankruptcy Petition filed in its name voluntarily or involuntarily? (yes/no): _____
   If "yes," specify the dates, circumstances and final resolution.

   _____

   _____

   _____

C. *Loans:*

1. Is the contractor currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? (yes/no): _____
   If "yes," specify the dates, details and prospects for resolution.

   _____

   _____

   _____

Proposed Project Personnel:

A. *Proposed Project Manager:*

1. List the name, qualifications and background of your proposed project manager for this project. Include the names and addresses of the companies he/she has been affiliated with in the last five (5) years. Attach resume if available.

   _____

   _____

   _____

B. *Proposed Project Superintendent:*

1. List the name, qualifications and background of your proposed project superintendent, if different that the project manager, for this project. Include the names and addresses of the companies he/she has been affiliated with in the last five (5) years. Attach resume if available.

   _____

   _____

   _____

References:

A. *Banks:*

Bank #1:

Name: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone #: _____

Bank #2:

Name: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone #: _____

Comments

Please list any additional information that you believe would assist the property owner in evaluating the possibility of using the contractor on this project.

Home-Based Child Care Lead Safety Project
Pre-Bid Specifications

Category 1 **General Requirements**

Spec Title: LEAD-SPECIFIC LAWS, RULES, REGULATIONS AND GUIDELINES
Spec Number: 1-01
Spec Description: The execution of this work shall comply with all applicable federal, state, and local laws, rules, regulations and guidelines for lead hazard reduction. These include but are not limited to: OSHA 29 CFR 1926 – Construction Industry Standards; 29 CFR 1926.62 – Construction Industry Lead Standard; 29 CFR 1910.1200 – Hazard Communication Standard; 40 CFR Part 745 – EPA Regulations; 24 CFR Part 35 – HUD Regulation on Lead-Based Paint Hazards in Federally Owned Housing and Housing Receiving Federal Assistance; and HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing.

Spec Title: PROHIBITED PAINT REMOVAL METHODS
Spec Number: 1-02
Spec Description: The following paint removal methods are prohibited:
- Open flame burning or torching;
- Machine sanding or grinding without a HEPA local exhaust control;
- Abrasive blasting or sandblasting without a HEPA local exhaust control;
- Use of heat guns operating above 1,100ºF or charring the paint;
- Dry sanding or dry scraping, except dry scraping in conjunction with heat guns operating below 1,100ºF or within one (1) foot of electrical outlets, or when treating defective paint spots totaling no more than two (2) square feet in any one interior room or space, or totaling no more than 20 square feet on exterior surfaces; and
- Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission and/or a hazards chemical in accordance with the Occupational Safety and Health Administration.

Spec Title: HISTORIC STRUCTURES AND HISTORIC PRESERVATION REQUIREMENTS
Spec Number: 1-03
Spec Description: This structure must be addressed in strict conformance to the "Guidelines for Rehabilitating Historic Buildings." Lead hazard reduction measures that disturb, replace or enclose historic features are not permitted, unless the appropriate historic preservation office or commission has granted a specific waiver or other approval.

Spec Title: CLEARANCE EXAMINATION BEFORE FINAL ACCEPTANCE
Spec Number: 1-04
Spec Description: Prior to final acceptance of the lead hazard reduction work and all other remodeling, renovation or rehabilitation work, the unit shall be visually inspected for any remaining paint chips, dust and debris and lead dust wipe samples shall be obtained from floors, window sills and window troughs. The contractor shall re-clean all applicable components and surfaces and pay for all additional clearance dust wipe samples if any dust sample results exceed the thresholds of 40µg/ft2 for floors, 250 µg/ft2 for window sills and 400 µg/ft2 for window troughs.

Spec Title: WORKER PROTECTION
Spec Number: 1-04
Spec Description: Persons carrying out lead hazard reduction activities must comply with all applicable federal, state, local laws and regulations related to safety in the workplace, including the respiratory protection requirements found in the OSHA Lead In Construction Standard (29 CFR 1926.62).

Spec Title: PROHIBITED WORKER ACTIVITIES
Spec Number: 1-05
Spec Description: To minimize the potential for worker exposure to lead dust, the following activities are prohibited in any lead hazard reduction work area or space:
- Eating;
- Drinking;
- Chewing gum or tobacco;
- Smoking; and
- Applying cosmetics.

Post an OSHA compliance notice to workers as follows: "Warning – Lead Work Area – Poison – No Smoking or Eating."

Spec Title: WORKER PROTECTIVE CLOTHING
Spec Number: 1-06
Spec Description: Each worker shall be provided with disposable, hooded and footed coveralls during demolition, surface preparation, and paint removal activities. Impervious rubber boots, gloves, face shield, and chemical-resistant coveralls must be provided when dangerous paint stripping chemicals are used.

Spec Title: WORKER TRAINING REQUIREMENTS – INTERIM CONTROLS AND STANDARD TREATMENTS
Spec Number: 1-07
Spec Description: All persons conducting "interim controls" and/or "standard treatments" lead hazard reduction activities must either be supervised by a trained and certified lead abatement supervisor or provide proof of completion of a HUD-approved worker training course in lead hazard awareness, self protection and safe work practices prior to commencement of work.

Spec Title: WORKER AND SUPERVISOR TRAINING AND CERTIFICATION REQUIREMENTS – ABATEMENT
Spec Number: 1-08
Spec Description: All workers conducting "abatement" lead hazard reduction activities must be trained and certified as lead abatement workers and provide proof of valid EPA-approved licenses or certificates. All persons acting as supervisors during "abatement" lead hazard reduction activities must be trained and certified as lead abatement supervisors and provide proof of valid EPA-approved licenses or certificates.

Spec Title: GROUND FAULT CIRCUIT INTERRUPTOR REQUIRED
Spec Number: 1-09
Spec Description: Due to the requirement to work "wet" during lead hazard reduction activities, all electric circuits and extension cords in use must be protected by GFCI with integral test buttons.

Spec Title: WORKER RESPIRATORS
Spec Number: 1-10
Spec Description: All employees engaging in lead hazard reduction activities shall be fit tested and provided with personal half-face respirators and filters as appropriate to task under a respirator program in accordance with 29 CFR 1910.134 and 29 CFR 1926.62.

Spec Title: LEAD EXPOSURE MONITORING
Spec Number: 1-11
Spec Description: Whenever OSHA Class I Tasks (e.g., manual demolition, manual scraping or sanding, using heat guns operating below 1,100ºF or power tools with a HEPA local exhaust control) are specified, the contractor must provide full worker protection or exposure monitoring data. Contractors shall hire an outside firm to perform a determination of worker exposures using personal air sampling at a nominal flow rate of 2 liters per minute and a sampling train consisting of a 0.8u pore size filter housed in a closed-face 37mm cassette. Alternately, contractors may use data from previous jobs that are similar in objective data, as specified in the OSHA standard, to establish the personal protective equipment requirement.

Category 2 **Worksite Preparation, Daily Cleaning, Final Cleaning and Waste Disposal**

Spec Title: SECURE SITE
Spec Number: 2-01
Spec Description: After the temporary relocation of the occupants, the contractor shall assume responsibility for securing the site against theft, vandalism, fire and other dangers.
Unit of Measure: DY
Your Unit Cost: $_____

Spec Title: COVER AND PROTECT OCCUPANT FURNITURE AND BELONGINGS
Spec Number: 2-02
Spec Description: After the dwelling unit owner and/or occupants pack and remove all valuable and breakable items, the contractor shall cover any remaining furnishings, decorations and personal belongings with at least a single layer of 4-mil polyethylene sheeting and secure to surrounding walls and floor with 2" tape until all work has been completed and a clearance examination has been performed and final clearance has been achieved.
Unit of Measure: RM
Your Unit Cost: $_____

Spec Title: MINI INTERIOR CONTAINMENT
Spec Number: 2-03
Spec Description: Construct a dust-tight space surrounding the work area or room with at least 4-mil polyethylene sheeting and 2" tape. HEPA vacuum all visible work and containment surfaces after work is completed. Create a 5' x 6' walk-off mat at the work site exit with 2 layers of at least 4-mil polyethylene sheeting.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: SET UP INTERIOR CONTAINMENT
Spec Number: 2-04
Spec Description: Make applicable notifications to state or local agencies, post job site signage and secure lead hazard reduction sites. Pre-clean floors, window sills, window troughs and other areas of dust build-up with a HEPA vacuum. Seal all floors with two continuous layers of at least 4 mil polyethylene sheeting taped to baseboard and 4′ beyond door openings with 2″ wide, easy release masking tape. Close and seal HVAC registers with at least 4-mil polyethylene sheeting. Wrap all built-in furniture, cabinetry and fixed appliances with at least 4-mil polyethylene sheeting and tape with 2″ tape to create an airtight seal.
Unit of Measure: RM
Your Unit Cost: $_____

Spec Title: EXTERIOR VERTICAL CONTAINMENT
Spec Number: 2-05
Spec Description: After installation of appropriate exterior ground containment, hang a disposable reinforced plastic sheet from 3′ above the highest proposed workstation on metal tube scaffolding secured to withstand a 40 mph wind gust. Maintain containment until final clearance has been achieved. Create an outer barrier of flags or plastic tape 3′ on center, 20′ from work site. Close and lock all windows and doors from the interior on the work site elevation. Remove and replace daily.
Unit of Measure: EL
Your Unit Cost: $_____

Spec Title: EXTERIOR GROUND CONTAINMENT
Spec Number: 2-06
Spec Description: Attach two layers of 12′ wide at least 4 mil polyethylene sheeting to the building perimeter with staples or furring strips extending 10′ past the work area. Construct a worksite perimeter curb of 4″ x 4″ timbers wrapped under the containment. Create an outer barrier of flags or plastic tape 3′ on center, 20′ from work site. Close and lock all windows and doors from the interior on the work site elevation. Remove and replace daily.
Unit of Measure: DA
Your Unit Cost: $_____

Spec Title: DAILY CLEAN-UP
Spec Number: 2-07
Spec Description: At the end of each work shift, as appropriate, wet mist and wrap all large debris in at least 4-mil polyethylene sheeting and remove to the designated storage area. Wet mist small debris and sweep to 6 mil plastic garbage bags, goose neck and tape shut. Mist and fold interior and exterior ground containment polyethylene sheeting prior to storage or disposal. Place in 6 mil plastic garbage bags, gooseneck and tape shut with 2″ tape.
Unit of Measure: DU
Your Unit Cost: $_____

Spec Title: FINAL CLEANING – THREE STEP PROCESS
Spec Number: 2-08
Spec Description: After completion of all lead hazard reduction activities, wet mist, fold inward, tape shut with 2″ duct tape and remove all containment polyethylene sheeting, with floors last. Placing such sheeting in 6 mil plastic garbage bags, goose neck and then tape shut with 2″ duct tape. HEPA vacuum all visible surfaces including walls, floors and ceilings from the top down. Detergent scrub and/or mop all horizontal surfaces in small sections using a 2-bucket system, changing rinse water every 250 SF. Completely rinse with clean water and new equipment. After surfaces are dry, HEPA vacuum all visible surfaces except the ceiling.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: LEAD WASTE DISPOSAL
Spec Number: 2-09
Spec Description: Wet mist and wrap all architectural components in at least 4-mil polyethylene sheeting to prevent dust release during transport. Separate Category I lead waste (paint chips, stripping sludge, HEPA debris and water filtrate), if so required by state and/or local authorities, and non-hazardous waste. Ensure that all waste, both hazardous and non-hazardous, is managed in accordance with state or local regulations. The contractor and the owner are jointly responsible for ensuring that any lead waste classified as hazardous, if applicable, is transported, manifested and delivered by licensed transporters to licensed treatment, storage and disposal facilities.
Unit of Measure: DU
Your Unit Cost: $_____

Spec Title: SOLID WASTE DISPOSAL – HAZMAT
Spec Number: 2-10
Spec Description: Dispose of all Category I lead waste (paint chips, stripping sludge, HEPA debris and water filtrate) in compliance with state or local regulations. Store and secure waste in 6 mil bags or 55-gallon drums marked "Contains Lead – Systemic Poison." Provide owner with a completed manifest verifying final waste disposition by a licensed hazardous material waste hauler. The contractor and the owner are jointly responsible for ensuring that any waste classified as hazardous is transported, manifested and delivered by licensed transporters to licensed treatment, storage and disposal facilities.
Unit of Measure: CY
Your Unit Cost: $_____

Category 3 **Wall and Ceiling Treatments**

Spec Title: STABILIZATION – LIMITED SURFACE AREA
Spec Number: 3-01
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, mist defective paint with water to the point of saturation without dripping on floor. Aggressively scrape all loose paint, wallpaper and plaster with a draw scraper. Feather edges with a wet 100-grit sponge sanding block. Detergent wash work area, rinse and allow to dry. HEPA vacuum all visible paint chips, dust and debris. Spot prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: STABILIZE WALL AND TRIM
Spec Number: 3-02
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, mist defective paint with water to the point of saturation without dripping on floor. Aggressively scrape all loose paint, wallpaper and plaster with a draw scraper. Feather edges with a wet 100-grit sponge-sanding block. Detergent wash work area, rinse, allow to dry and HEPA vacuum all visible paint chips, dust and debris. Spot prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: STABILIZE CEILING
Spec Number: 3-03
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, mist defective paint with water to the point of saturation without dripping on the floor. Aggressively scrape all loose paint, wallpaper and plaster with a draw scraper. Feather edges with a wet 100-grit sponge sanding block. Detergent wash work area, rinse, allow to dry and HEPA vacuum all visible paint chips, dust and debris. Spot prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: LAMINATE WITH 3/8" GREENBOARD
Spec Number: 3-04
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Hang, tape and skim coat plaster finish 3/8" greenboard over surface using screws 8" on center. Remove/reinstall all electrical components as required. Seal all penetrations with siliconized acrylic caulk. Prime and apply an enamel topcoat per manufacturer's instructions in the same color as original. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: LAMINATE WITH 3/8" GYPSUM BOARD
Spec Number: 3-05
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of lead-painted ranch or ogee base molding. Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Hang, tape and 3-coat finish 3/8" gypsum board over surface using screws 8" on center and 1/4" adhesive beads 16" on center. Seal all penetrations and butt seams at door and window casing and base molding with siliconized acrylic caulk. Install 3/8" ogee at baseboard. Prime with gypsum primer and apply an acrylic latex topcoat per manufacturer's instructions in the same color as original. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: LAMINATE WITH 1/2" GYPSUM BOARD
Spec Number: 3-06
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of lead-painted ranch or ogee base molding. Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Hang, tape and 3-coat finish 1/2" gypsum board over surface using screws 8" on center and adhesive beads 16" on center. Seal all penetrations and butt seams at door and window casing and base molding with siliconized acrylic caulk. Install 3/8" ogee at baseboard. Prime with gypsum primer and apply an acrylic latex topcoat per manufacturer's instructions in the same color as original. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: INSTALL CEILING TILES – FIBERGLASS
Spec Number: 3-07
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist defective paint and wallpaper with water to the point of saturation without dripping on the floor. Wet scrape to remove all loose and peeling paint, wallpaper and plaster. Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Install a 2' x 2' T-bar suspended ceiling grid with main runners perpendicular to ceiling joists with hanger screws at least 24" on center. Install a 5/8" vinyl-faced fiberglass drop-in tile. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: INSTALL CEILING TILES – GYPSUM
Spec Number: 3-08
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, mist defective paint and wallpaper to the point of saturation without dripping on the floor. Wet scrape to remove all loose and peeling paint, wallpaper and plaster. Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Install a 2' x 2' T-bar suspended ceiling grid with main runners perpendicular to ceiling joists with hanger screws at least 24" on center. Install a 1/2" gypsum ceiling tile. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: ENCLOSE CEILING – FUR, HANG AND FINISH 1/2" GYPSUM BOARD
Spec Number: 3-09
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, level surface with 1" x 3" wood or metal furring strips 16" on center. Hang, tape and 3-coat finish, 1/2" gypsum boards using adhesive beads and screws 8" on center after clearly marking "Lead Paint" every 4' on old substrate surfaces to be enclosed. Extend or remount light fixtures with siliconized acrylic or polyurethane foam sealant. Prime and apply an acrylic latex topcoat per manufacturer's instructions in the original color. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Category 4 **Floor Treatments**

Spec Title: VINYL TILE REPAIR
Spec Number: 4-01
Spec Description: Remove all damaged floor tiles and clean adhesive from the floor deck. Install replacement tiles using manufacturer's adhesive and specifications to create a cleanable surface. Match existing tile, size, color and style as closely as possible. HEPA vacuum any visible paint chips, dust and debris.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: DISPOSE OF CARPET
Spec Number: 4-02
Spec Description: After occupants remove breakable personal items, move furniture. Wet mist carpet with a detergent solution. Cut carpet into 6' x 6' sections. Roll and wrap each carpet section in at least 4 mil polyethylene sheeting and remove. HEPA vacuum and wet mop bare floor.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: STABILIZE FLOOR – ACRYLIC LATEX DECK ENAMEL
Spec Number: 4-03
Spec Description: Re-nail all loose floorboards and fill holes. Wet scrape or wet floor buff the entire floor deck, including the closet, with 80 grit, non-woven, 16" floor buffer pads. HEPA vacuum, de-gloss and mop with a detergent solution. Rinse, allow to dry, HEPA vacuum, and tack rag surface. Apply two coats of acrylic latex deck enamel per manufacturer's specifications.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: STABILIZE FLOOR – POLYURETHANE CLEAR VARNISH
Spec Number: 4-04
Spec Description: Re-nail all loose floorboards and fill holes. Wet scrape or wet floor buff the entire floor deck, including the closet, with 80 grit, non-woven, 16" floor buffer pads. HEPA vacuum, de-gloss and mop with a detergent solution. Rinse, allow to dry, HEPA vacuum and tack rag surface. Apply two coats of high gloss polyurethane clear varnish per manufacturer's instructions.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: ENCLOSE UNDERLAYMENT
Spec Number: 4-05
Spec Description: Wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of any finish flooring and shoe molding. HEPA vacuum any visible paint chips, dust and debris. Mark underlayment floor "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Screw or ring shank nails 8" on center to install underlayment grade plywood using adhesive. Replace shoe molding to seal edges. Apply one coat of deck enamel per manufacturer's instructions.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: FLOOR ENCLOSURE – UNDERLAYMENT AND VINYL COMPOSITE TILE
Spec Number: 4-06
Spec Description: Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. HEPA vacuum any visible paint chips, dust and debris. Install 3/8" underlayment grade plywood using adhesive and 7d screw shank or cement coated nails, 6" on center in all directions. Lay 12" x 12" x 1/8" vinyl composition tile per manufacturer's specs. Install shoe molding around baseboard and metal edge strips at openings. (Owner's choice of in-stock color/pattern.)
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: FLOOR ENCLOSURE – UNDERLAYMENT AND VINYL SHEET GOODS
Spec Number: 4-07
Spec Description: Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. HEPA vacuum any visible paint chips, dust and debris. Install 5/16" underlayment grade plywood, using adhesive and 7d screw shank or cement coated nails, 6" in all directions. Install .07" thick, backed vinyl sheet goods with minimum seams, per manufacturer's recommendations. Install metal edge strips in openings, show or vinyl base around perimeter. (Owner's choice of in-stock color/pattern.)
Unit of Measure: SF
Your Unit Cost: $_____

Category 5 **Stairwell Treatments**

Spec Title: STABILIZE STAIRCASE – POLYURETHANE CLEAR VARNISH
Spec Number: 5-01
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Aggressively wet scrape all deteriorated paint with a draw scraper. Feather edges with a wet 100-grit sponge sanding block. De-gloss, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Prime and apply a polyurethane clear varnish per manufacturer's instructions.
Unit of Measure: RI
Your Unit Cost: $_____

Spec Title: ENCLOSE TREADS AND RISERS – WOOD
Spec Number: 5-02
Spec Description: Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Chisel nose off treads and apply 5/4" pine stepping stock. Secure treads with a full coat of adhesive and 7d screw shank flooring nails or stainless steel finish screws. Laminate risers with 1/4" BCX plywood back caulked and nailed with ring shank brads. Stain surface to match color of surrounding wood and apply 2 coats of high gloss urethane. Wet scrape, detergent wash work area, rinse and allow stringer to dry. HEPA vacuum any paint chips, dust and debris. Prime and apply an acrylic latex enamel topcoat to the stringers.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: ENCLOSE TREADS AND RISERS – RUBBER
Spec Number: 5-03
Spec Description: Mark "Lead Paint" at 4' intervals on old substrate surfaces to be enclosed. Install rubber stair treads with integral nosing with manufacturer's adhesive. Laminate risers with matching riser kick guards. HEPA vacuum any paint chips, dust and debris.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: RAIL SYSTEM STABILIZATION
Spec Number: 5-04
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Wet scrape deteriorated surface; feather edges with 100 grit wet sanding block; detergent wash work area and de-gloss remainder of surface; rinse; HEPA vacuum any paint chips, dust and debris; and spot prime bare substrate. Apply a single acrylic latex topcoat to entire surface.
Unit of Measure: LF
Your Unit Cost: $_____

Category 6 **Window Treatments**

Spec Title: INSTALL VINYL DOUBLE HUNG, DOUBLE GLAZED WINDOW
Spec Number: 6-01
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist window surface, score components with a utility knife, and use pry bar to remove components. Wrap in at least 4-mill polyethylene sheeting and dispose of all removed window components (sashes, stops, and parting bead). Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Field measure and install a PVC, 1 over 1, double hung, double glazed window and 1/2 screen. Prep for paint, caulk edges and prime new wood. Clean glass.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INSTALL VINYL SLIDING, DOUBLE-GLAZED WINDOW
Spec Number: 6-02
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist window surface, score components with a utility knife, and use pry bar to remove components. Wrap in at least 4-mill polyethylene sheeting and dispose of all removed window components (sashes, stops, and parting bead. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Field measure and install a PVC double glazed, sliding replacement window with screen. Caulk edges and clean glass.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INSTALL VINYL BASEMENT WINDOW
Spec Number: 6-03
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of entire basement window and jamb. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Re-frame opening with 2" x 8" casing and install an awning or slider type, single glazed vinyl window with a piggy back storm window. Re-trim opening with 1" x 6" casing. Prep and prime wood, caulk and apply acrylic latex topcoat per manufacturer's instructions.
Unit of Measure: EA
Your Unit Cost: $_____

Category 7 **Door Treatments**

Spec Title: INTERIOR DOOR – STABILIZE
Spec Number: 7-01
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist deteriorated paint with water to the point of saturation without dripping on the floor. Wet scrape door, frame and trim with curved draw scrapers. Feather edges with a wet 100 grit sponge sanding block. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Spot prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INTERIOR DOOR – STABILIZE, PLANE AND ADJUST
Spec Number: 7-02
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, remove door at hinge pins and take to a fully contained lead workroom on site. Place pins in plastic bag on jamb for safe keeping. Plane door edges and adjust the hasp and strike plate to minimize door/jamb friction and contact. Mist deteriorated paint with water to the point of saturation without dripping on the floor. Wet scrape door, jamb and trim. Clean and de-gloss door with detergent wash work area, rinse, dry and HEPA vacuum any paint chips, dust and debris. Spot prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original. Re-install door on hinges.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INTERIOR DOOR – STRIP PAINT OFF-SITE AND RE-HANG
Spec Number: 7-03
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, remove door at hinge pins, mark location at top edge and wrap in polyethylene sheeting. Package stops in at least 4-mil polyethylene sheeting and dispose. Place pins in plastic bag on jamb for safekeeping. Send packaged door to off-site paint stripper. Strip paint on door jamb with a heat gun operating below 1100ºF, or with caustic or chemical strippers. Neutralize all striped components and sand smooth. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Prime and apply acrylic latex topcoat per manufacturer's instructions to the door jamb. Stain and polyurethane door or apply an acrylic latex topcoat per manufacturer's instructions in the same color as the original. Re-install existing lock or install brass finish lockset. Re-install door on hinges.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INTERIOR DOOR – REPLACE WITH 6 PANEL DOOR
Spec Number: 7-04
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of door unit, stop molding and hardware. Wet scrape jamb and trim. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a pine or fir 6 panel 1-3/8" door on two 3" x 3" butt hinges. Provide brass finish lockset. Spot prime bare wood and apply acrylic latex topcoat as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INTERIOR DOOR – REPLACE WITH HOLLOW CORE DOOR
Spec Number: 7-05
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of door unit, stop molding and hardware. Mist defective paint on remaining jamb and trim with water to the point of saturation without dripping on floor. Wet scrape jamb and trim. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a hollow core, flush luaun door with two, 3" x 3" butt hinges. Provide brass finish lockset. Spot prime bare wood and apply acrylic latex topcoat as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INTERIOR DOOR – REPLACE WITH PRE-HUNG HOLLOW CORE DOOR
Spec Number: 7-06
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of door, jamb and casing. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a hollow core, pressed wood pre-hung door including a brass finish lockset. Re-trim opening with 1" x 6" pine. Spot prime bare wood and apply acrylic latex topcoat as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INTERIOR DOOR – REPLACE WITH PRE-HUNG 6 PANEL WOOD DOOR
Spec Number: 7-07
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of door, jamb and casing. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a pine or fir, 6 panel, 1-5/8" pre-hung door including a brass finish lockset. Spot prime bare wood and apply acrylic latex topcoat as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR DOOR – STABILIZE AND ADJUST
Spec Number: 7-08
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation without dripping on floor. Hand plane exterior door edges and adjust hasp and strike plate to minimize door/jamb friction. Wet scrape door jambs and trim. Clean and de-gloss with detergent solution. Rinse to neutral and allow to dry. HEPA vacuum any paint chips, dust and debris. Spot prime bare wood and apply acrylic latex topcoat as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR DOOR – REPLACE WITH PANELED WOOD DOOR
Spec Number: 7-09
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of exterior door. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a 1-5/8" pine or fir paneled entrance door including spring bronze weather striping, peep site, dead bolt and entrance lockset on three 3" x 3" butt hinges. Prime bare wood and apply acrylic latex topcoat as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR DOOR – REPLACE WITH METAL PRE-HUNG DOOR
Spec Number: 7-10
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of exterior door, frame and casing. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a pre-hung, insulated, 4 panel, metal skinned door including magnetic weather-stripping, interlocking thresh old, wide-angle peep site, dead bolt and entrance locksets. Re-trim opening with 1" x 6" casing. Prime and prep all wood with acrylic latex topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR DOOR - REPLACE WITH FLUSH PRE-HUNG WOODDOOR
Spec Number: 7-11
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of door, frame and casing. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a pre-hung, flush door including magnetic weather-stripping, interlocking threshold, wide-angle peep site, dead bolt and entrance locksets. Re-trim opening with 1" x 6" casing and brick molding. Prime and prep all wood with acrylic latex topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR DOOR SILL – STRIP
Spec Number: 7-12
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, remove paint from sill using wet scraping, heat gun operating below 1100° F or chemical or caustic strippers. Neutralize if required. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Prime bare substrate with alkyd primer. Apply a minimum of 1 coat alkyd enamel finish topcoat to as per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Category 8 **Trim Treatments**

Spec Title: TRIM PAINT REPAIR
Spec Number: 8-01
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist defective paint with water to the point of saturation without dripping on the floor. Wet scrape deteriorated paint, wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Spot prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: TRIM – STABILIZE AND PAINT WITH ACRYLIC LATEX PAINT
Spec Number: 8-02
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist defective paint area with water to the point of saturation without dripping on the floor. Lightly scrape all loose paint. Feather edges with a wet 100 grit sponge sanding block saturated with a de-glossing agent. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Spot prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: TRIM – STRIP PAINT OFF-SITE
Spec Number: 8-03
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist and remove decorative trim by first scoring painted seams with a utility knife. Scribe opening number into back of trim. Remove nails by pulling through the back of trim. Wrap trim in at least 4-mil polyethylene sheeting and send to off-site paint stripper. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. After stripping, neutralize surface and fill all holes with vinyl spackle. Back prime with alkyd primer and reinstall on same opening. Prep, prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: TRIM – REPLACE WITH NEAREST AVAILABLE/SIMILAR STOCK
Spec Number: 8-04
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of trim. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Replace with nearest available/similar stock trim components. Fully prime and apply a single acrylic latex topcoat in the same color as the original or a stain and polyurethane topcoat per manufacturer's instructions.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: STABILIZE RADIATOR
Spec Number: 8-05
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, wet mist defective paint with water to the point of saturation without dripping on the floor. Remove deteriorated paint by wet scraping. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Spot prime bare metal with metal primer. Apply a minimum of 1 coat alkyd enamel or metal paint per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: INSTALL RADIATOR COVER
Spec Number: 8-06
Spec Description: After stabilizing radiator as per 8-05, install heat-resistant radiator cover in rooms where children play or sleep. Spot prime bare metal with metal primer. Apply a minimum of 1 coat enamel or metal paint per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: STABILIZE FOOTED TUB
Spec Number: 8-06
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation without dripping on the floor. Remove deteriorated paint by wet scraping. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Spot prime substrate with appropriate primer. Apply a minimum of 1 coat alkyd enamel or metal paint per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: STABILIZE CABINET
Spec Number: 8-07
Spec Description: After establishing any required floor containment with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation without dripping on the floor. Remove deteriorated paint by wet scraping. Feather edges with a wet 100 grit foam sanding block. Rework doors and/or drawers and adjust hardware to reduce friction. Detergent wash work area, rinse and allow to dry. HEPA vacuum all surfaces for any paint chips, dust and debris. Spot prime bare wood with alkyd-based primer. Apply a minimum of 1 coat of enamel finish topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: REPLACE LEAD-PAINTED MANTLE AND REPAIR WALL
Spec Number: 8-08
Spec Description: After establishing any required floor containment with at least 4 mil polyethylene sheeting, wet mist, remove, wrap in at least 4-mil polyethylene sheeting and dispose of lead-painted mantel. HEPA vacuum any paint chips, dust and debris. Frame fireplace opening with two-by-fours. Laminate wall with 1/2" drywall. Apply metal corner beads, 3 coat finish ready for paint. Install 6" high baseboard and shoe molding.
Unit of Measure: EA
Your Unit Cost: $_____

Category 9 **Exterior Treatments**

Spec Title: EXTERIOR PAINT REPAIR
Spec Number: 9-01
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Wet scrape to remove loose paint. Detergent wash work area, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris to prepare surface for painting. Spot prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: EXTERIOR PAINT STABILIZATION – LIMITED SURFACE AREA
Spec Number: 9-02
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Aggressively wet scrape all loose paint. Feather edges with a wet 100 grit sponge sanding block. Wash with detergent solution, rinse and allow to dry. HEPA vacuum any paint chips, dust and debris to prepare surface for painting. Spot prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: EXTERIOR – STABILIZE AND APPLY ACRYLIC LATEX PAINT
Spec Number: 9-03
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Aggressively wet scrape all loose paint, caulking and glazing with curved and flat draw scrapers. Feather edges with a wet 100 grit sponge sanding block saturated with de-glossing agent. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris to prepare surface for painting. Spot prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: EXTERIOR – INSTALL VAPOR BARRIER AND VINYL SIDING
Spec Number: 9-04
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mark or stencil lead-painted siding with "Lead Paint" 4 feet in all directions. Apply a non-woven vapor barrier with taped seams and opening flashing to enclose the lead paint or apply rigid or fanfold insulation as a paint barrier and substrate for siding materials. Install ASTM Standard B-3679 vinyl siding. Enclose all lead painted trim with vinyl or aluminum ventilating soffit panels, coil stock and field-fabricated trim accessories in accordance with manufacturer's specifications. Caulk all joints and seams of lead-painted trim with 20 year white caulk. HEPA vacuum any visible paint chips, dust and debris. (Owner's choice of siding pattern, color and embossing.)
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPAIR AND PAINT TRIM
Spec Number: 9-05
Spec Description: After establishing any required ground containment at least 10' out form the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Wet scrape all defective paint areas; wash with detergent solution, rinse and allow to dry. HEPA vacuum all visible paint chips, dust and debris. Spot prime all bare substrate and apply a single acrylic latex topcoat to the surface per manufacturer's instructions in the same color as the original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: EXTERIOR – STABILIZE TRIM
Spec Number: 9-06
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Wet scrape all defective paint areas and feather edges with a wet 100 grit wet sanding sponge. Wash with detergent solution and de-gloss remainder with mesh pad. Rinse, allow to dry and HEPA vacuum all visible paint chips, dust and debris. Spot prime bare substrate, caulk with siliconized latex compound and apply single topcoat of acrylic latex paint to the entire surface per manufacturer's instructions in the same color as the original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: ENCLOSE TRIM – ALUMINUM
Spec Number: 9-07
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mark "Lead Paint" every 10 linear feet. Enclose trim with .027" white aluminum breaker stock with tight joints and accurately fitted connections. Back caulk all seams with 20 year siliconized acrylic caulk and flash head joints to create a weathertight seal. HEPA vacuum all visible paint chips, dust and debris.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: ENCLOSE SOFFIT – ALUMINUM
Spec Number: 9-08
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mark "Lead Paint" every 10 linear feet. Enclose soffit with .027" aluminum non-vented soffit panels, with color selected by owner. Back caulk all seams with siliconized acrylic caulk to create a weathertight seal. HEPA vacuum all visible paint chips, dust and debris.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: PORCH – STABILIZE AND PAINT
Spec Number: 9-09
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to the point of saturation. Wet scrape all paint, caulking and glazing. Wash with detergent solution, rinse, allow to dry and HEPA vacuum all surfaces for visible paint chips, dust and debris. Spot prime and apply a minimum of 1 topcoat of floor and deck enamel per manufacturer's instructions.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: ENCLOSE PORCH DECK – TREATED PLYWOOD
Spec Number: 9-10
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to point of saturation. Wet scrape, wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris. Mark "Lead Paint" at 4-foot intervals on lead-painted floor. Apply 1/2", tongue and groove, BCX marine grade, treated plywood with stainless steel screws or screw shank nails, 8" on center and adhesive to deck. Trim edge with preservative treated molding to cover.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: ENCLOSE PORCH DECK – TONGUE AND GROOVE STRIP FLOORING
Spec Number: 9-11
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to point of saturation. Wet scrape, wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris. Mark "Lead Paint" at 4-foot intervals on lead-painted floor. Staple down 30 lb. roofing felt. Install 3" or 4" tongue and grove, pine or fir strip flooring using screw shank nails or power activated staples. Install ogee molding at vertical walls. Prime and apply topcoat of exterior high gloss deck enamel per manufacturer's instructions.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: ENCLOSE PORCH CEILING – PLYWOOD
Spec Number: 9-12
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to point of saturation. Wet scrape, wash with detergent solution, rinse and HEPA vacuum any visible paint chips, dust and debris. Mark ceiling "Lead Paint" 4 feet on center. Apply a 3/8" BCX plywood ceiling with 7d screw shank nails, 8" on center and B side exposed. Trim perimeter with 1/4 round and seams with 2" lattice. Prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: ENCLOSE PORCH CEILING – EXTERIOR GYPSUM BOARD
Spec Number: 9-13
Spec Description: After establishing any required ground containment at least 10' out from foundation with at least 4-mil polyethylene sheeting, mist defective paint with water to point of saturation. Wet scrape, wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible dust and debris. Mark ceiling "Lead Paint" 4 feet on center. Apply 1/2" exterior gypsum board using adhesive and screw nails. Tape and finish seams with nylon tape. Trim with 1/4 round. Prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE RAILING SYSTEM
Spec Number: 9-14
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4 mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of deteriorated lead-painted railing system. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in surrounding area. Install a 36" high wood railing with 1" x 1" pickets, 3" on center supported by preservative treated 4" x 4". Prep, prime and apply acrylic latex topcoat per manufacturer's instructions in same color as original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE RAILING WITH BALUSTERS 36"
Spec Number: 9-15
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of deteriorated lead-painted railing and balusters. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in surrounding area. Install a 2" x 4" beaded fir top rail, 2 x 4 fir bottom rail, 4" x 4" corner and intermediate posts and 1-1/3" fir balusters spaced 3" on center with hot-dipped galvanized nails. Prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original or apply 2 coats of semi-transparent oil based stain preservative per manufacturer's instructions.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE 4" x 4" PORCH COLUMN
Spec Number: 9-16
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of lead-painted porch column. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in surrounding area. Install a preservative- treated 4" x 4" replacement column.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE TURNED PORCH COLUMN
Spec Number: 9-17
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of lead-painted column. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in the surrounding area. Install a historically-correct turned column. Prep, prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE DECORATIVE PORCH COLUMN
Spec Number: 9-18
Spec Description: After establishing any required ground containment at least 10' out form the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of lead-painted column. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in the surrounding area. Install 4" x 6" pressure-treated wood column. Install 2" pressure-treated pine column base and capital. Install 1" x 4" pine with 1-1/2" moldings around base and capital. Prime and apply acrylic latex topcoat per manufacturer's instructions in the same color as the original.
Unit of Measure: EA
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE WOODEN LANDING
Spec Number: 9-19
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of lead-painted wooden landing. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in the surrounding area. Construct an entry platform using pressure-treated 4" x 6" support posts on 12" x 12" poured footers, 2" x 8" pressure-treated joists 16" on center, #1 fir 1" x 4" square edge flooring and 1" x 8" d-select skirting. Install a 4" x 4" support posts, 2" x 4" beaded top rail and 2" x 4" bottom rail with 1-1/2" square balusters 3" on center along the open staircase and landing perimeter.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: EXTERIOR – REPLACE WOODEN STAIR SYSTEM
Spec Number: 9-20
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of lead-painted wooden stair system risers, treads, stringers and railing system. Wash with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in the surrounding area. Install 1" x 6" 40 lb. pressure-treated stringers, risers and treads. Install a 32" high pressure-treated wood railing system with 2" x 2" balusters 3" on center supported by pressure-treated 4" x 4". Prep, prime and apply an acrylic latex topcoat per manufacturer's instructions in the same color as original.
Unit of Measure: LF
Your Unit Cost: $_____

Spec Title: EXTERIOR – PORCH OR STAIR LATTICE AND LATTICE FRAME REMOVAL AND REPLACEMENT
Spec Number: 9-21
Spec Description: After establishing any required ground containment at least 10' out from the foundation with at least 4-mil polyethylene sheeting, wet mist, remove, package in at least 4-mil polyethylene sheeting and dispose of lead-painted wooden lattice. Wash area with detergent solution, rinse, allow to dry and HEPA vacuum any visible paint chips, dust and debris in the surrounding area. Buld and install new lattice from fascia to grade. Use 1" x 4" frame, #1 pressure treated .40 CCA yellow pine with (3/4") heavy duty pressure treated of vinyl lattice panels. Scribe, fit, and securely anchor lattice behind fascia with cleats.
Unit of Measure: LF
Your Unit Cost: $_____

Category 10 **Soil Treatments**

Spec Title: BARE SOIL – INSTALL TOPSOIL, SEED AND TACK
Spec Number: 10-01
Spec Description: Mow lawn using a bagging mower and dispose of waste. Scratch bare soil area surface with a steel rake and till established bare soil walking paths. Install 1" of fresh topsoil evenly over bare soil areas. Fertilize with starter blend and re-seed with K-31 tall fescue. Mulch with straw and then water. Create a 3' high barrier with string, 1" x 1" stakes and marking tape. Water twice a week until 2" stand of grass is established.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: BARE SOIL – INSTALL WATER PERMEABLE LANDSCAPE BARRIER AND 4" OF MULCH AROUND FOUNDATION PERIMETER
Spec Number: 10-02
Spec Description: Install a 4' wide, UV resistant, water permeable landscape barrier over bare soil, after mowing lawn as low as practical. If more than one row of barrier fabric is needed, overlap edges. Overfill area with at least 4" of pine bark or shredded hardwood mulch.
Unit of Measure: SF
Your Unit Cost: $_____

Spec Title: BARE SOIL – INSTALL WATER PERMEABLE LANDSCAPE BARRIER AND 9" OF MULCH AROUND PLAY AREA
Spec Number: 10-03
Spec Description: Remove vegetation and level ground at play area. Install a 4' wide, UV resistant, water permeable landscape barrier over bare soil after mowing lawn as low as practical. If more than one row of barrier fabric is needed, overlap edges. Overfill area with at least 9" of pine bark or shredded hardwood mulch to 6' in all directions from play equipment.
Unit of Measure: EA
Your Unit Cost: $_____

Developing a Program Relocation Strategy

5

A suitable space in which to continue child care operations during renovation is one of the greatest challenges to implementing a Home-Based Child Care Lead and Safety (HBCCLS) repair program. Few locales provide options for relocating the business, as well as the family. A program's credibility and continued enrollment depends on a smooth transition between the provider's home and the relocation site. Before the program begins to enroll providers, it needs an overall relocation strategy that addresses key issues of concern. Discussions with providers, parents, child care resource and referral agencies, and housing programs highlighted a number of issues for our program:

1. When is temporary relocation required;
2. Expected length and options for relocation;
3. Allowable relocation expenses;
4. Safety of occupants' belongings and preparing for the move;
5. State licensing requirements and required child care equipment;
6. Zoning issues;
7. Owned versus leased relocation space; and
8. Security and client's code of conduct.

1. When is temporary relocation required?

Federally funded lead hazard control activities that take longer than eight hours and involve space occupied by young children or pregnant women will usually require relocation. Residents may not re-enter their homes until a lead clearance test shows that no lead hazards remain after the repairs.

24 CFR35.1245(a)(2) of the federal Lead Safe Housing Rule requires temporary relocation for all federally-assisted lead hazard control or rehabilitation activities **unless**

1. No lead-based paint or lead-based paint hazards are disturbed;
2. Work is confined to the exterior, openings to the interior are closed and a lead hazard-free entrance to the dwelling is available;
3. Interior work can be completed within 8 hours with worksites contained to prevent the release of lead dust and clearance achieved before occupants re-enter the building;
4. Interior work can be completed in 5 consecutive days, worksites are contained, no other safety hazards are created, worksites and areas 10 feet from containment are cleaned at the end of each work day,

and occupants have access to sleeping areas, bathrooms, and kitchen facilities.

Additional exemptions exist for spaces occupied by the elderly or that require emergency rehabilitation activity.

The Uniform Relocation Assistance Act (49 CFR FR 24) requires that programs using federal funds provide relocation assistance to occupants. In addition to a written notice of nondisplacement, which states that the occupants will be able to return to the unit after repairs are complete, programs must provide the occupants the opportunity to occupy decent, safe and sanitary housing and to reimburse all "reasonable expenses".

The Rochester and Syracuse experience

The Rochester and Syracuse pilot used federal funds for lead hazard control, and thus planned to relocate all providers during the work. Of the 25 providers served, only one did not require relocation. In this case, the work took place over a weekend, the resident could not enter the work area, and no child resided in the home. Since our project served primarily owner-occupied homes, the issue of nondisplacement of renters did not pose a challenge. Programs that focus on child care providers who rent their space, however, may find this more of a burden.

2. Expected Length and Options for Relocation

Relocation of a home-based business automatically entails greater costs and time than the relocation of a family. Minimizing the time the client is out of his/her home, and maintaining clear controls over relocation expenditures, is key to cost-effective relocation.

Lead hazard control activities can range from a few days to many weeks. To minimize disruption to child care services, programs must exercise strict controls over the duration of rehabilitation and work closely with contractors and clients to develop realistic timetables for relocation. Our program projected that relocation for lead hazard control repairs would last no longer than two weeks. Other repairs that did not disturb lead-based paint (i.e., sidewalk repair, landscaping, roofing, etc.) were completed after the provider had returned home. Program advertisements, the bid/specification process, and the final contracts for work all emphasized a two-week time frame for relocation.

Since our goal was to preserve child care operations while lead hazard repairs occurred, we created a lead-safe temporary child care house for relocation purposes. However, recognizing a "one size fits all" approach would not meet provider's needs, we identified three relocation options:

1. Providers could close their business and stay with family/friends while lead hazard control work occurred.

2. Providers could move their families and businesses to a house that the program rented, renovated, and furnished specifically to serve as an appropriate site for child care.

3. Providers could close their business and stay in a hotel.

The Rochester and Syracuse experience

The majority of the clients served by the Program chose to relocate their families and child care businesses to the relocation house. Each relocation house had four bedrooms on the second floor to accommodate family needs, and ample space on the first floor to serve as a child care space. The Program obtained grants, product donations, and discounts from local businesses to purchase furniture, kitchen and bath supplies, linens, and other supplies. (Child care licensing policy is addressed later in this chapter.) Although the Program budgeted for a maximum of 14 days out of the home, weather, delays in delivery of materials, and changes in the availability of subcontractors sometimes led to delays in construction. Moreover, the Program learned that the relocation process itself often took longer than the time projected. Several factors added to the time out of the home:

1. Clients needed to relocate the weekend before construction began in order to offer child care on-site on Monday morning.

2. Clients needed to stay out of their homes until the lead clearance tests results were available. If tests were conducted on a Friday night or weekend, results were not available until early in the next work week.

3. Clients needed to operate the child care in the relocation house for several days after their homes had passed the lead clearance tests while they unpacked.

Based on the 25 providers, the average time in the relocation house was 17 days in Rochester and 18 days in Syracuse. The Program eventually learned to build in a week "down time" between residents in the relocation house to compensate for unexpected delays.

Rochester Relocation House




Syracuse Relocation House



Recommendations:

1. Set clear expectations for providers and construction contractors about the length of time needed for construction and relocation.
2. Provide a range of relocation strategies.
3. Consider whether the program can schedule work when the business is routinely closed (e.g., weekends, vacations, etc.).
4. Consult with providers about whether they wish to use the relocation site for child care while they pack and unpack at their homes. Set limits on the number of days this can occur.
5. If using a relocation house or apartment, allow at least 5 business days between occupancy by providers as a "cushion" for delays.
6. Plan for solid property management of the relocation house, including move-ins, turnovers, and proper cleaning.

HUD Lead Hazard Control Grantees — Allowable Relocation Costs:

1. Meals per person
2. Transportation to and from lodgings
3. Hotels/motels
4. Transportation to and from employment
5. Blood lead testin
6. Insuranc
7. Admission fees for entertainment
8. Rental of lead-safe units
9. Utilities and local phone service
10. Grocery allowances
11. Security and moving
12. Replacement of damaged/lost property
13. Kennel fees for pets

3. Allowable Relocation Costs

In 2001, NCHH interviewed 13 HUD Lead Hazard Control (LHC) Grantees on relocation issues. The results of these interviews showed wide variation in how Grantees defined approved relocation costs.

To keep costs low, most LHC Grantees encouraged clients to stay with family or friends. Hotel rates ranged from $50.00 – $100.00/day. Stipends for food and transportation ranged from $25.00 – $50.00 per adult per day and from $50.00 – $75.00 per family per day. Other programs provided a flat stipend of $300.00 – 600.00 and encouraged clients to make all their own arrangements. If lead hazard control work lasted less than eight hours (including clearance testing), the program could choose to cover the costs of entertainment (movies, museum admission fees, etc.) while the residents were out of the unit. Some LHC Grantees obtained discounted, fixed rates for services from hotels, restaurants, and taxi services.

The Rochester and Syracuse experience

Based on these data, we budgeted up to $1500 per home to cover relocation costs. Before finalizing this budget target, we interviewed area Grantees, relocation coordinators for emergency services, and other community members to assess whether it could take advantage of existing services or fixed cost arrangements with hotels, restaurants, or transportation services. We also discussed relocation options with providers and a small number of parents. Providers had a number of concerns about security at their homes, so the budget includes costs for special precautions (storage lockers; requests for increased police patrols, etc.) in homes in very high-risk areas.

In addition, we chose to handle relocation planning internally, rather than refer clients to coordinators of emergency relocation services in other public or private programs. The staff costs for administration were not part of the $1500 per home estimate. The Enterprise Foundation Upstate Program Coordinator's role related to relocation is described later in this chapter.

The Syracuse and Rochester HBCCLS Program costs generally included:

1. Temporary housing for up to two weeks;
2. Blood lead tests for all children under the age of six, including those receiving child care services, unless tests were waived by the parents;
3. Storage for belongings;
4. Parking/transportation (on a very limited basis); and
5. Kennel fees (on a very limited basis).

Relocation House and Hotel Costs

The relocation house $850.00 per month rental expenses included taxes, insurance, a budget utility plan, water and sewer, garbage pick up, local phone service, exterior maintenance, and cleaning and repairs at turnover. We did not reimburse providers' food costs while in the relocation house.

The relocation houses in both cities were fully furnished with re-conditioned appliances and new furniture. Furnishings were donated or paid through leveraged funding raised for that purpose.

If the provider chose to close the business and stay at a hotel, the room contained a working kitchen; provider's food costs were not reimbursed. If construction or clearance took longer than expected and another family was scheduled to use the relocation house, we housed the family at a hotel and provided a stipend of $50.00 – 75.00 per day per family to cover food costs. In both cities, we benefited from prior agreements negotiated by other local programs that required emergency housing assistance.

Storage

Most providers packed and stored their belongings at their homes. We also negotiated a discounted rate for the services of a storage company (Store to Door). Providers could have a storage container delivered to their home, which they could fill and then lock. Only six providers chose this option. Store to Door also had the ability to transport the locked containers to a central storage location, but no provider chose this.

Blood Lead Testing

Blood lead testing costs varied dramatically between the two sites. Health Departments in both counties provided free blood lead testing, but clinic hours were not convenient for working parents. We sought to increase the number of children tested by negotiating for services at laboratories with a broader range of hours, including nights and weekends. We also explored the option of using mobile phlebotomy vans to test at the child care provider's home. In Rochester, we negotiated with the FingerLakes Regional Lead Treatment Center for a reduction in testing fees to $4.50/child. In Syracuse, we negotiated a fee of $40.00/test through the Laboratory Alliance of Central New York. For a limited number of cases, the Onondaga County Health Department, which serves the City of Syracuse, arranged for its Lead Bus to do on-site testing at providers' homes. Encouraging families with children under the age of two to have their children tested as part of their annual well-baby check-ups also kept costs low. (A more detailed description of the blood lead testing protocol is provided in Chapter 6).

Transportation

School transportation to and from school to the relocation site proved more challenging, but less costly, than anticipated. The program worked with area public schools to arrange for transportation to and from the relocation house for school-aged children. The Relocation Coordinator would contact school transportation officials two to three weeks before the start of relocation to establish the temporary change in bus schedules/bus routes. In New York State, if a child resides more than 1.5 miles from the local school, the public school system provides transportation free of charge. If the child lives closer, the family is expected to provide transportation or the child must walk to school. During the period of relocation, this could mean that children who normally walked to school needed bus transport and vice versa. We had originally planned to cover taxi costs for children who could not receive public school bus service or whose parents could not transport them. However, local taxi services required that an adult accompany any children under the age of 18. When this could not be arranged, the burden fell on the provider or the families to manage the transport.

Parents' work schedules posed some difficulties in transporting their children between their homes and the relocation site. One reason parents prefer family child care is that they can often find a service in their neighborhood. Children can walk to and from their homes to the child care provider. The vast majority of parents made adjustments to their work schedules to accommodate the relocation. In most cases, providers who routinely picked up children at their homes and transported them to school also were also able to continue this service while in the relocation house.

Other program costs

Very few clients took advantage of parking or pet service reimbursement. Parking costs at clinics/hospitals where blood lead testing occurred were reimbursed only if the parking receipts were presented. Providers usually arranged for friends and families to take pets, but the Program would pay kennel fees if no other alternatives existed.

Recommendations:

1. Consult with area housing and social services agencies, as well as community development corporations, to determine whether your program can take advantage of relocation services/cost agreements used by other programs.
2. Identify provider and parent concerns about relocation and build strategies to address them into the budget for the program.
3. BE REALISTIC — relocation costs may be higher than for other rehabilitation projects.
4. If your program has a dedicated relocation house, consider whether clients from other programs can use it when not needed by your program.
5. Build in enough time to plan for school transportation.

4. Safety of Occupants' Belongings and Preparation for the Move

Lead safe work practices require removal of residents' belongings from the work area before lead-related repairs take place. Since lead dust is virtually invisible, can become airborne during construction, and can settle in other areas or be tracked out of the workspace, workers must take special care to cover all belongings with heavy-duty plastic, contain dust in the rooms where they work, and clean scrupulously before clearance lead dust wipe samples are collected.

Asking providers to pack and store their possessions has several advantages:

1. *It reduces risk that items will be contaminated with lead dust during and after renovations.* If providers clean their belongings at the time they pack, they reduce the risk of bringing contaminated items back into the renovated unit

2. *It reduces the risk of theft and breakage during the construction process.* Contractors favor this practice because it reduces their liability for damages.

3. *It enables providers to inventory their belongings.* In the event of theft or damage, this speeds up preparation of insurance claims. It also protects the program from charges at a later date of damage to items not documented on the inventory.

4. *It reduces the cost to the program.* If contractors must pack and move belongings, the length and costs of the job increases.

The Rochester and Syracuse experience

In the Syracuse and Rochester pilot, relocation preparations occurred over several months. At least a month before the scheduled start date, the Relocation Coordinator gave providers a handbook for relocation (see Appendix 5–1). This provided detailed instructions on how to clean and pack. Closer to the date, the Relocation Coordinator toured the home with the provider and identified the specific areas where possessions needed to be removed.

The majority of providers did not need help to secure boxes or packing tape, but we offered supplies to those who did. Since boxes are expensive, we obtained clean, free boxes from individuals on home peritoneal dialysis. Programs that need to supply packing boxes might wish to contact area nephrologists to see if their patients on

peritoneal dialysis could save boxes for their program clients.

As noted in the prior section, the majority of providers stored their belongings in their homes, usually in attics or spare rooms that did not need repairs. We provided locked storage containers on request. None of the 25 providers served reported thefts of their belongings, although several contractors who stored tools or supplies on site did so.

Despite the best intentions, there were instances of damage to residents' belongings during the course of the project. Repairs or replacements were handled on a case-by-case basis. After the first few units, the program learned to take digital photos of the work areas before construction started to document the condition at the time that work began.

Recommendations:

1. Educate providers about the need to clean, move, and secure belongings well before relocation takes place.
2. Arrange for storage and packing supplies. Explore in-kind donations and discounts from area programs.
3. Require providers to inventory belongings stored on-site and provide this list to the program.
4. Take digital photos of the work area before construction begins.

5. State Licensing Requirements and Required Child Care Equipment for Relocation Houses

One of the important partners in building a home-based child care lead safety program is the state office that regulates child care services. States differ in their requirements regarding temporary child care spaces. In New York State, the Office of Children and Family Services had responsibility for licensing and inspection. State and local representatives of this office were involved in all aspects of program design.

A number of issues emerged during those discussions:

1. Effect on provider's licenses associated with different relocation options;
2. Effect of relocation on provider's subsidies;
3. Modifications and equipment needed for a temporary relocation house to become licensed; and,
4. Emergency evacuation and other requirements.

Programs have several options for relocation of a child care business. One option is to lease underutilized space at another child care center or another provider's home-based facility. Before choosing this option, the program should investigate whether use of this space affects the provider's license or subsidies. In some circumstances, the provider from whom space is leased may be entitled to receive the subsidies that normally go to the provider's operation. In other cases, the temporary sharing of space may result in more children on-site than the provider's license permits. No lease agreement should be signed before the licensing agency approves the arrangement. A second option is to have the program create a child care licensed-approved lead safe relocation site, the choice of the Rochester and Syracuse pilot.

Temporary relocation of a child care program also has the potential to disrupt meal subsidies or other resources necessary to support a provider's program. Some states prohibit providers from moving operations to another space without inspection of the new location. Meal subsidies may not transfer from one location to another without prior approval of the organization providing the subsidy.

The Rochester and Syracuse Experience

Before developing its own temporary child care relocation house similar to the Rochester and Syracuse pilot, a program needs to evaluate a relocation site's suitability as a child care space in partnership with the child care licensing agency. Since the size of the space may restrict the number of children served, program planners should select a site large enough to accommodate the maximum number of children permitted under a provider's license. Modifications to physical space to address safety issues, provide adequate outdoor play space, etc. may

be needed. Kitchens and baths require particular attention. New York State child care standards did not require that meal preparation for child care services occur separately from that of the provider's families. However, other states may have such requirements.

Once the physical modifications to the relocation site have occurred, the child care licensing agency should inspect to determine whether it meets state and local licensing standards. The program should have a Memorandum of Understanding or temporary license for the site before any providers relocate. Ideally, this approval should last for at least a year; however, programs should prepare to have the site inspected after each use if state or local licensing agencies so require.

A relocation site that doubles as a temporary child care space must also be equipped appropriately for that use. States vary in their requirements for equipment, cleaning supplies, and age-appropriate toys and games. Child care resource and referral agencies, child care networks, and licensing agencies can supply this information. The child care resource and referral and satellite network partners in the Rochester and Syracuse project took the lead in identifying needed supplies and in securing grants and product donations. Rochester's child care toy "library" supplied age-appropriate toys for each provider. Syracuse obtained permission to use Office of Child and Family Services grant funds to loan toys and equipment to the relocation house. Other needed items were purchased through grants from area businesses.

Modifications to the Rochester and Syracuse Relocation Properties to Address Child Care Needs:

1. Two escape routes from the unit.
2. Porch railings spaced less than 4" on center.
3. Access to exterior crawl spaces blocked with lattice.
4. Access to radiators blocked by radiator covers.
5. Safety guards installed on windows in rooms used for child care.
6. Exterior fencing to prevent access by neighborhood pets.
7. Safety locks on all kitchen and bathroom cabinets.
8. Outlet covers on all outlets not in use.
9. Restricted access to stairs.
10. Fire extinguishers and smoke/carbon monoxide detectors on all floors.
11. Drawstrings for blinds/draperies secured to the wall in rooms used for child care.
12. Knobs on stoves out of children's reach.
13. Washer and dryer unit installed.
14. Corner guards installed on sharp corners of furniture and cabinets
15. Height of bathroom sinks adjusted to accommodate children's use or step stools provided.
16. Hot water heaters set to lower temperatures to prevent scalding.

Child Care Equipment and Supplies Stocked in the Relocation Houses

1. Cots and floor mats with cleanable surfaces.
2. Plastic cups, dishes, and utensils appropriately-sized for toddlers and young children.
3. Nontoxic craft supplies.
4. Age-appropriate books and games.
5. Booster seats.
6. High chairs.
7. Portable cribs/play pens.
8. Child-sized tables and chairs for games and craft activities.
9. Cleaning supplies, including bleach, spray bottles, disposable gloves, paper towels; detergent, mops, buckets, laundry detergent.
10. First aid kit.
11. Emergency supply kit (contents as specified under New York State regulations).
12. Covered trashcans and trash bags.
13. Hooks for hanging clothing and bins to store each child's school or other supplies.
14. Lists of emergency contact numbers.
15. Posted fire escape plan.
16. Log book for visitors.

When selecting toys and equipment, program planners should consider the sanitization requirements set by licensing agencies. For example, New York State mandated use of a diluted bleach solution on dishes, toys and play equipment, food preparation surfaces, cots and floor mats, tables and chairs unless the items can be washed in a dishwasher. Toys and equipment should be able to handle high heat or strong disinfectants. Moreover, the program should train property management cleaning crews to use these same sanitizing practices when cleaning the relocation house after each provider's use.

Providers must adhere to all the requirements of their license when providing care at the temporary relocation site. This includes plans for emergency evacuation. The Syracuse and Rochester pilot developed an evacuation plan for each relocation house, which was approved by the Office of Children and Family Services, but other states may require each provider to develop his/her own plan. Providers should also be instructed to bring all needed child care documents (e.g., licenses, medical records and emergency contacts for all children in care, etc.) with them to the relocation house. Licensing agencies may conduct spot inspections of their programs during relocation.

Recommendations:

1. Coordinate with state and local licensing agencies at the start of the program. Develop written policies and procedures for coordination with other agencies that may support the provider's program.
2. Design applications so that providers list subsidies or resources that may be affected by relocation. Build enough time into the planning process to assure that these resources are not affected by the temporary relocation.
3. Have licensing agencies inspect and approve the temporary relocation site before signing lease agreements.
4. Budget for the costs of modifications of the relocation house to meet child care standards.
5. Obtain a master list of equipment, supplies, cleaning procedures required by licensing agency and keep these stocked in the relocation home.
6. Develop an emergency evacuation plan and post this on site.

6. Zoning Issues

Home-based child care operations are usually considered permitted uses under residential zoning, but special conditions may apply in some communities. If a program chooses to lease or acquire a relocation home, it should check with local planning and zoning officials to determine that no zoning variances or special exceptions are required.

Recommendations:

1. Know what zoning requirements apply to home-based child care.
2. Determine whether the temporary relocation site will require special permits or variances.
3. Build in enough time in the planning process to obtain zoning approval, if needed.

7. Program-Owned versus Leased Relocation Sites

When multiple partners are involved in a program, ownership of the relocation site may become an issue. Organizations' policies and procedures, non-profit status, and funding sources may prohibit acquisition or holding of a property. The overall budget of the home-based child lead safety program may limit rental versus ownership options.

The Rochester and Syracuse Experience

The Rochester and Syracuse programs illustrate two different strategies. The HUD Operation LEAP (Lead Action Elimination Program) funds for lead hazard control activity prohibited acquisition of property or capital expenses greater than $5000 per unit. This meant that the program had to rent its relocation houses. Community-based housing organizations had appropriate houses in their inventory, so the program rented properties from those organizations.

In Syracuse, Home HeadQuarters, Inc. (HHQ) conducted rehabilitation activities on a house it already owned. The

house was already targeted for sale to a low-income family as an owner-occupied unit. HHQ did not use Operation LEAP funds for its rehabilitation activities, and later rented the house to the Home-Based Child Care Lead Safety Program. Before a contract for the site was signed, the unit had to pass a dust lead clearance test, as well as inspection by the NYS Office of Children and Family Services.

In Rochester, the local housing partner's costs to hold and rent a property exceeded the Program's budget for relocation. North East Area Development Corp. (NEAD), another community development corporation in the city, had acquired a HUD-foreclosure property for rehabilitation, and had intended to rehabilitate it using a combination of public and private funds. Funds from the Home-Based Child Care Lead Safety Program were used to cover lead hazard control activities, and the rehabilitated unit was rented to the program with the understanding that at the end of the project it would be sold to a child care provider who sought a home-ownership opportunity. A full lead risk assessment was conducted prior to the lead hard control activities, and the house passed clearance tests.

Leasing arrangements with third parties involve challenges from both a maintenance and insurance perspective. Among the issues we faced in the Rochester and Syracuse:

1. The need to add the Program as an "additional insured" to their policies;
2. The need for an on-call system so that providers had emergency contacts while they were in the relocation house;
3. Inspection, cleaning, and maintenance of the property between tenants; and
4. Decisions about whether to rent the unit to other programs when it was vacant.

The Rochester and Syracuse pilot had every program partner involved in some aspect of the relocation process. The child care resource and referral organizations monitored the stock of child care-related supplies and served as the liaisons to the Office of Children and Family Services' inspection teams. The housing partners managed the property, while the Enterprise Foundation's Upstate Project Coordinator managed other relocation needs, such as transportation and storage. Since all partners held liability during the relocation process, they needed to be added as "additional insured's" to the liability coverage for the unit. It took several months to build this coverage into the housing organizations' policies, which delayed the opening of the relocation house.

Property management

Neither housing partner had provided property management services for rental units before the pilot. The activity proved more labor-intensive than initially envisioned. Each organization designated a staff member to serve as a 24-hour contact, and provided cell phone service for that individual while providers were in the relocation house. Each house was equipped with a notebook with warrantees, service manuals, and contact numbers for appliance repair services. Nevertheless, the first providers served reported delays in responses and confusion over who had responsibility for repairs. Eventually, we developed an internal communications plan for who to call and how long to wait for a response. We also reviewed this information with providers at the start of relocation. This cut down on complaints.

Given the special sanitizing needs for child care, the cleaning and maintenance crews needed special training. The housing organizations also decided to change the locks after each tenant. This also required extra sets of keys to the house for the Relocation Coordinator and the child care partners.

Both relocation houses had periods of vacancy. Initially, we tried to make the units available to other lead hazard control programs during "down time". However, we soon learned that insurance liability proved a significant barrier. Both local lead hazard control programs required that the pilot absorb the additional costs of liability insurance to serve their clients, which was not cost-effective for our program. Moreover, it proved difficult to forecast when we would need the house, and thus to give the lead hazard control programs sufficient time to schedule their relocations. In the end, our housing partners used the relocation house when they had specific relocation needs, and reduced our rent accordingly. Even in this case, we absorbed extra costs when damage to child care equipment occurred.

Recommendations:

1. Discuss with partner organizations whether they have restrictions on holding and leasing properties.
2. Identify a realistic budget for the costs of owning versus renting space.
3. Build in sufficient time for partner organizations' review and board approval.
4. If leasing from a third party, identify the responsibilities for each partner.
5. If renting the relocation house to other organizations during periods of vacancy, establish a Memorandum of Understanding about insurance liability, code of conduct of residents, and security of the child care supplies and equipment.

8. Security and Code of Conduct at the Relocation House

Program designers should investigate safety in the vicinity of the relocation site before finalizing leasing agreements. A neighborhood perceived as unsafe deters use of the relocation house. Early consultation with local police, fire authorities, and neighborhood watches can help local law enforcement and rescue personnel plan for periods of increased patrol. This, in turn, reduces providers' and parents' concerns about child care in a strange setting. At the same time, the program needs to take care not to stigmatize neighborhoods based on perceptions of safety. The stock of low-cost housing available for rehabilitation is concentrated in low–income neighborhoods. Low-income, however, is not synonymous with high-crime, and neighbors rightly object to false labels.

The Rochester and Syracuse experience

Program planners can reduce providers' and neighbors' concerns by hosting open houses where providers and neighbors can meet. Licensing agencies' requirements for emergency evacuation plans can also have unintended, but positive, consequences. For example, the Rochester and Syracuse pilot staff approached neighbors of the relocation house for permission to use their homes as a temporary meeting place during emergencies. This conversation, in turn, helped addressed neighbors' concerns about who would use the relocation house. When the relocation house was vacant, these same neighbors kept an eye out for suspicious activity.

We established a written code of conduct for providers (see Appendix 5–3). In addition, each housing partner prepared a lease agreement that providers signed at the time they received the key. There were few instances of damage to the units, but on occasion supplies or equipment disappeared or was damaged. The rental agreement included the costs of routine maintenance at turnover, but it was labor-intensive for the Program to locate or replace the missing items.

Appendix 5–1
Home-Based Child Care Lead Safety Project
Rochester Relocation Handbook

1. What is the Home-Based Child Care Lead Safety Project?

The Home-Based Child Care Lead Safety Project is a program to reduce the risk of children being lead poisoned in the homes of child care providers. This program is only for child care providers because we think it is especially important that their homes are lead safe since a lot of children spend a lot of time there.

The two local organizations involved in this project are the Family Child Care Satellite Network Office and Neighborhood Housing Services of Rochester. The Family Child Care Satellite Network Office will help you with your application, relocation plan, and anything else related to your child care program. Neighborhood Housing Services of Rochester will do an inspection of your home to see if there are lead hazards and if there are they will do the repairs to make your home more lead safe. There are grant funds and loan funds available to do lead repairs as well as other repairs your home may need to make it more safe and healthy. The lead repairs may include replacing windows, scraping and re-painting walls, doors and floors, and covering soil outside that may have lead.

While making lead-related repairs lead dust can be created which is dangerous to your health, so you will have to leave your home temporarily (relocate) while the repairs are being done. You will not be able enter your home during this time. The repairs will take between 1–14 days depending on what needs to be done. A relocation plan will be discussed with you and agreed on in writing before any work can start.

2. Temporary relocation and extended relocation

Temporary Relocation

This means you and your family have to leave your home during the day, and you can't do child care there. You will be told a specific time when you must leave your home in the morning and when you can come back in the evening. If you need to continue your child care program while the work is being done, we will help you find a place other than your own home where you can do your child care.

The number of days you will be out of your home, and whether you can come back to your home at all during that time, depends on what kind and how much lead work needs to be done. As a general rule, if the lead work will take only 1 or 2 days, you will have to be away from your home during the day time and you can come back at night (temporary relocation). If the work will take more than 3 days, then you'll have to leave your home and stay gone, day and night, until all the lead work is finished – up to two weeks (extended relocation).

Extended relocation

Extended relocation means you and your family must leave your property for up to two weeks. You will not be allowed to come into your home until all the lead work is complete. Neighborhood Housing Services will inspect the house, making sure the work is all done and it is clean and safe to enter.

During the time you have to be away from your home, we will help you find a place for you and your family to live and sleep, and where you can do your child care, if you can't close down your business for that time. Basically there are three options for you and your family, and your child care program:

1. You could close your child care business for the days that the lead work is being done. You and your family can stay with friends or family, or we can help you find another place to stay like a hotel.
2. You could keep your child care business open, you and your family stay with friends or family, and we would help you find a place where you can do your child care during the day.
3. You could keep you child care business open, and you and your family can stay at the *alternative site*. The alternative site is a single-family home located on Arch Street in the city that is owned by Neighborhood Housing Services and recently remodeled just for use by this program. The house is fully furnished with beds, couches, TV, stove, refrigerator, dishes, etc. You and your family will be the only people living there. And you can continue to run your child care program in that house.

Where ever you stay – with friends or family, the alternative site, or a hotel, and wherever your child care program will be, we will help you and your child care parents find transportation to get any school-aged children to and from school from where you and your family are staying, and the child care site.

3. Cleaning, Packing and Storing Your Things While You're Gone

You will need to clean and pack all of your personal things in your home that are in the rooms where repair work will be done. You have to do this so that your things don't get lead dust on them while the Contractor is doing the repairs, and so that the Contractor has room to work. You'll need to clean and pack all these things before the date that the Contractor is scheduled to begin. It is very important that you clean your things before you pack them so that if they already have lead dust on them, you won't bring the lead dust back into the house after the repair work is done. We will try to help you get boxes and tape for packing.

In all the rooms where work will be done the floors and walls must be clear. For example, you must remove:
- Curtains, draperies, window blinds
- All wall hangings [mirrors, picture frames, etc…]
- Fold and remove all throw rugs, runner and mats
- Toys and sports equipment
- Clothing and shoes from closet floors (if closet area will be touched)
- Knick-knacks and other items from shelves and mantels
- All plants
- All pets

Pets can not be in your home while the Contractors are working, and no pets will be allowed in the alternative site. We encourage you to make arrangements for your pets to stay with family or friends. If that is not possible, then a local kennel may be an option. You must call the kennel directly to find out their rules, regulations and costs. You are responsible for all pet costs.

If work will be done in the kitchen, no dishes, pots or pans can be in the sink and everything from the countertops must be removed. Anything breakable should be cleaned and wrapped in newspaper, towels or clothes before packing them, and the boxes marked "fragile." Suggestions for packing boxes or bags:
- Label each box or bag by room.
- Tape the boxes or bags shut and make sure that they stack easily.
- Pack and store your things compactly.
- Don't pack boxes or bags so they are too heavy to lift.

The items that you clean and pack, and don't need while you're gone, can be kept in another room in the home such as a basement or attic if work is not being done in that room. Or, you can keep them in a locked storage container that we can provide to you through a company called Store-To-Door. These containers can be stored on your property (locked, in the yard) or in a storage facility away from your home.

Things that are too difficult to move out of the room completely, can be moved to the middle of the room. They will be covered with plastic and sealed with duct tape to keep out lead dust and other debris by the Contractor. Though remember, it is very important that you move all you can completely out of the room so the Contractor has room to

move around safely and it doesn't get lead dust in it. To help keep your things safe, you must make a list of everything you will be leaving in your house while you are gone. The Home-Based Child Care Lead Safety Project is not responsible for any lost, stolen, or broken items.

Even though the Contractor will lock your home, do not leave valuables in the house. Valuables might include: jewelry, coins, furs, etc., or anything else that may have money or sentimental value. You can either pack these things up and take them with you, or store them in the locked storage container.

If you will be gone for up to two weeks, we recommended that all food be removed from the refrigerator in case of a power outage or if the Contractor needs to unplug it to do the work.

In addition to cleaning the items you are packing, you must also clean your house so the Contractor can start with a clean space. Carpets, furniture, and drapes need to be vacuumed, and floors, shelves and window sills should be dusted with a wet cloth.

Remember that you won't be able to come back into the house while the work is being done even if you forget something important. So make sure you plan ahead and bring the things you and your family need on a daily basis such as medicine, make-up, tooth brush, clothes, etc. It's important to bring your basic daily items, but since it is a short period of time be sure to only bring what you really need.

If at any time you have relocation questions, please contact:
Diana Webb
Family Child Care Satellite Network Office
277-0817

If you have questions related to the actual work being done on your home, please call:
Heidi Mendez
Neighborhood Housing Services of Rochester
325-4170

Appendix 5–2
Relocation Planning Tool

(To be completed by FCCSN/CCCOC after discussion with applicant, forwarded to Tania Miller for approval, and then sent to NHS/HHQ as guide to payments. Copy of approved form returned to FCCSN/CCCOC for review with applicant just prior to construction.)

1. Applicant's family relocation option:

A. ____ Stay with friend/family (Address and phone number where applicant can be reached

_____

_____

B. ____ Stay in alternative child care facility

C. ____ Stay in hotel.

Hotel Address: _____

_____

Hotel contact for billing questions: _____

Negotiated Hotel rate _____

Negotiated Meal Plan or weekly stipend_____

2. Child Care relocation option:

A. ____ Share facility with another provider (Other provider's name, address, phone

_____

_____

Does this provider's facility meet NYS licensing/registration requirements? ____ Yes ____ No

Does this facility meet NYS requirements for meal programs? ____ Yes ____ No

B. ____ Provider will close business

C. ____ Provider can be accommodated through trips outside the house for 2-3 days

Voucher total ($10/day/person) _____

D. ____ Provider will use alternative child care facility

3. Transportation Services Required

A. ____ School bus route readjustment

Name of children, schools affected _____

_____

_____

_____

Coordinator for school bus route change, date contacted _____

Arrangements Made: _____

_____

_____

B. ____ Taxi vouchers

Who needs, for what purpose _____

_____

_____

Taxi service arrangement: _____

_____

_____

Rate per mile negotiated _____

Taxi Contact _____

4. Packing arrangements:

A. ____ Supplies needed _____

_____

_____

Date by which belonged need to be packed/moved _____

Where Items will be stored _____

List of Valuables completed and provided to program _____

5. Pet arrangements

Types of pets _____

Where they will be during renovation _____

6. Security arrangements

A. ____ Lock Box to be installed

B. ____ Security system installed

C. ____ Arrangement for increased police patrols

Police Contact and date arrangement made _____

Arrangements _____

7. Blood Lead testing

A. ____ Parental consents obtained

B. ____ Children to be transported to lab by parents (Name of child)

_____

_____

_____

Lab used _____

Rate Billed _____

Date for service _____

C. ____ Lab to come to provider home.

Lab used _____

Rate Billed _____

Date for service _____

D. ____ Child's own PCP to test

Lab used _____

Rate billed _____

Date for service _____

Appendix 5–3
Home-Based Child Care Lead Safety Program
Relocation Site Resident Handbook

The Home-Based Child Care Lead Safety Program welcomes you to your temporary home. Here is a handbook we feel will come in handy for much of what you will need to know about this home. Please read this handbook carefully and feel free to contact us on any questions that you may have.

1. You must provide us with current information about who is living in the house. If the persons living in the home or the number of persons living in the home changes for any reason, please contact Diana Webb at the Family Child Care Satellite Network at 585–697–3569.

2. No overnight stays are allowed by people other than those listed in the lease agreement.

3. Remember that children need extra supervision since they are in a new setting.

4. Keys: Each resident family will be given two keys to the relocation site. If you lose a key or if you are locked-out, please contact Neighborhood Housing Services at 585–325–4170 or Tania Miller, Enterprise Foundation at 585–454–2750. You will be required to return the keys when you leave the relocation site.

5. You will be responsible for any damage to the inside or outside of the property including walls, appliances, floors, yard, etc., outside of normal wear and tear.

6. You may not paper or paint walls, resurface floors, dismantle or install permanent fixtures, alter woodwork or carpet, or make any other changes to the interior or exterior of the home without permission of the Program. All furnishings and equipment in the house are the property of the Program and may not be removed from the unit.

7. Inspections:

   a) Before you agree to relocate from your house and sign the contract for work to begin, you (and, if you choose, the parents of the children you serve) may schedule an appointment to inspect the relocation site

   b) As you move in, you and someone from the Program will inspect the property together. Any existing pending repairs and/or damages will be documented at that time. You will be asked to sign an inventory of the items that are in the unit at the time you take occupancy and of the items that you bring with you from your home.

   c) Move-Out Inspections – As you move out, someone from the Program will inspect the unit to make sure it is being left in good condition and that all personal items/trash are removed. You will be responsible to remove any trash or personal items left behind, and for any property damage above and beyond normal wear and tear.

8. If you have any questions about how to use the appliances, or if they are not working, call Tania Miller at 585–454–2750.

9. There is no sink garbage disposal. Avoid putting grease or food objects down the kitchen drain.

10. You must wash and dry all linen used (sheets, towels, dishtowels) at the end of your stay. A washer/dryer has been provided for your use.

11. You are responsible for replacing items such as paper towels, soap, and detergent as they are used up.

12. Smoke and carbon monoxide detectors have been installed in your home for the purpose of providing an early warning to save you and your family from disaster in the event of a fire.

13. If a fire occurs, no matter how small, call the Fire Department at #911.

14. A security system with 24-hour monitoring has been installed for your safety.

15. You are responsible to pack up and put out the trash for pick-up. Trash pick-up is Thursday morning. Therefore, trash needs to be put out after 8pm on Wednesdays. Remember to bring the trashcan back to the house after trash is picked up.

16. Attached to this handbook is a list of stores and other services in the neighborhood.

17. If your stay at the relocation site is scheduled to be more than two days, and you can not access your mail from your home without going inside, you may forward your mail to the relocation site. You must remember to remove the mail forwarding when you leave the relocation site. The Program will not be responsible for mail arriving for you after you have left the site.

18. A telephone for limited local calling use is provided. Depending on how long you will be staying at the relocation site, you may ask the phone company to transfer your home calls to the relocation site, however you must remember to contact the phone company and remove this call transfer before you leave the relocation site. The Program will not be responsible for any phone calls received after you have left the site. For the convenience and safety of future residents, only give out the phone number to the relocation site if it is ABSOLUTELY NECESSARY to do so.

    If you have an answering machine at your home, please make sure you know how to access your messages from your answering machine from outside your home. You can then check your home messages from the relocation site, ensuring that you don't miss any calls. This may remove the need for you to transfer your home number to the relocation site or give the number out to the relocation site unnecessarily. An answering machine will be provided at the relocation site.

19. No smoking or pets are allowed inside the house.

20. No storage or discharge of weapons on the premises.

21. You must comply with all laws including drug and controlled substance and City nuisance laws.

Outreach to Providers and Parents

6

Licensed and regulated family child care providers take a number of health and safety classes as part of their licensure, and participate in additional continuing education. Those who choose to become accredited under national standards of accreditation administered by such organizations as the National Association of Family Child Care (NAFCC) must meet additional health and safety standards. But many home-based providers do not receive education about environmental health hazards, and especially lead-based paint hazards in the home, as part of this training. Therefore, outreach for a Home-Based Child Care Lead Safety program must:

1. Educate providers that there could be a problem with lead in their homes;
2. Overcome their fears of liability;
3. Make them comfortable with the idea of relocation;
4. Enroll them in the program;
5. Educate the parents of the children they serve.

The Rochester and Syracuse pilot took a number of steps to expand education and recruitment into the community. These included:

1. A recruitment and targeting strategy that built on prior experience;
2. Marketing materials tailored to providers' and parents' interests and concerns;
3. An enrollment process that involved many opportunities to educate providers and parents;
4. Continuing education for providers on home maintenance; and
5. Continuing education on childhood lead poisoning for child care providers not served by the program.

We also identified a number of strategies other programs could consider as part of their recruitment efforts.

1. Recruitment and targeting strategy based on prior experience

The pilot began with a well-defined set of criteria for program enrollment. Experience with the earlier Syracuse Home-Based Child Care Home Repair Program helped us target the program specifically to owner-occupant providers with strong track records of quality child care services. Based on interest in the earlier programs, we set a target goal of enrolling 12–13 providers in each community during the year pilot.

Earlier survey research in both communities helped to set the scope for other health and safety repairs, as well as to determine provider repair priorities. It also enabled us to determine that the majority of child care providers in the target area were English-speakers or had access to translation services. Given the small size of the project, we decided not to translate recruitment and application materials into Spanish, but to make arrangements with area translation services if this would be needed.

We used a needs assessments to identify the target zip codes with the highest prevalence of childhood lead poisoning. Since both cities had higher prevalence rates for lead poisoning than their surrounding counties, we decided to enroll only those providers who lived within the city limits, with first priority to providers within the target zip codes. The primary-prevention focus of the project complemented existing lead hazard control grant programs in both cities, which focused on repairs in households with identified cases of children with elevated blood lead levels.

2. Marketing tailored to providers' and parent's interests and concerns

Our child care partners (Child Care Solutions in Syracuse and Rochester Children's Nursery Family Child Care Satellite Network in Rochester) managed outreach to providers. Each organization had an extensive network of support activities for family child care, offered continuing education for providers, administered food subsidy programs which required frequent home visits, and had monthly newsletters for providers. The FCSSN also had a monthly cable television program. Given the child care partners' high level of access with the target clients, the program did not need more generalized mass mailings, television, or radio public service announcements (PSAs) to recruit providers. Both organizations used their mailing lists to send information to the target audience. Both also publicized progress on the project through their monthly newsletters.

We took time to develop the messages to providers. As one of its first activities, the project team in each city hosted a kickoff meeting to discuss key barriers or incentives to providers' participation. Attendees included representatives of city, county, state, and non-profit organizations. Key issues identified included:

1. Should the whole house or only the child care space be treated — which would attract more interest among providers? Which strategy makes the most sense?
2. Should the funding be full grants or a combination of grants and loans?
3. What was meant by a "hazard," and how should concerns about liability be addressed — if the provider participated in the project, did it mean they knew they had hazards and had failed to disclose them to parents?
4. Parental lack of knowledge/interest in lead poisoning and issues of convenience — would they serve as obstacles to blood lead testing and relocation?
5. Disruption to the business — would providers be discouraged from participation by the need to relocate?
6. How to communicate the issues in a way that was appropriate for low-literacy or non-native clients?

This kickoff meeting also increased other programs' knowledge of the pilot and interest in referring clients to our program. It helped to identify potential funding leverages.

As the program refined its enrollment criteria, we also held informal discussions with providers and parents about their concerns. These discussions suggested the need to have two outreach efforts: one targeted to providers, and the other targeted to parents. They also helped refine the message for each target audience. Interestingly, the parents expressed less concern than we expected about their children's risk of exposure to hazards in the providers' homes. Rather, they were more interested in seeing that the providers received home repairs so that they could stay in business. Providers, on the other hand, showed greatest concern about children's safety, security of their belongings during relocation, and how to minimize disruption to transportation for school-aged children.

The project then developed two brochures that incorporated these messages. (See Appendix 6–1 and 6–2). Representatives of the community groups at the kickoff meeting reviewed the content and format. Lead educators trained in developing low-level literacy materials conducted a further review. All brochures were rated at a 4th grade reading level on the Flesch-Kincaid scale.

The program's application form also was designed with the needs of the child care applicant in mind. We learned that each housing partner had its own application process for funding, and each required somewhat different data. There was also the possibility that other New York State funds for energy assistance might be made available later in the project; this program had a

Key Messages Identified in Provider Discussions

1. What will I get if I enroll?
2. Why lead safety is so important?
3. What repairs can be done with grants v. loans?
4. What will this work would mean for my business operations?
5. How will my belongings be protected during relocation?
6. How will school-aged children get to and from the relocation site and school?
7. If I express interest in the program, does this mean I have hazards in my home? Am I liable?

Key messages Identified in Parent Discussions:

1. Why is lead so important?
2. How does my child benefit from this project?
3. How will the work affect my child?
4. What will be done to the house?
5. What do I need to do?

separate application process. Rather than ask providers to complete multiple applications, the program developed a single application that collected all the information needed for all of the available funds in the two cities. The application also provided information on the children in child care, their transportation needs, and the providers' relocation preferences. For those providers who could not locate needed documentation, the application contained information on who to contact for duplicate copies. (See Appendix 6–4 for copies of the application).

One of the lessons we learned from this effort was that the development of these new materials took considerably longer (3 months) and required more partner negotiation, than we had expected.

3. An enrollment process that involved many opportunities to educate providers and parents.

Because lead poisoning issues and residentially-based environmental hazards are hard concepts to communicate, the program emphasized message repetition and consistency in communications when different partners contacted providers.

Recruitment began with a mass mailing to all providers in the city boundaries with an invitation to attend an informational session and a copy of the program's provider brochure. In the summer and fall of 2003, each city held two evening information sessions. Syracuse held an additional information session July 2004. All providers who attended the 1.5 hour lead education session received Continuing Education Credits, regardless of whether they enrolled in the project. The information session was hosted by the child care partner, but involved presentations by NCHH, The Enterprise Foundation, and housing partner staff. In Rochester, information session speakers also included a lead educator from the Finger Lakes Regional Lead Treatment Center and the Rochester Regional Office Manager of the NYS Office of Children and Family Services.

The information session covered the following topics:

1. An overview of the program goals and partners;
2. Lead poisoning prevention education, including
   a) Provision of the EPA pamphlet, *How to Protect Your Family from Lead in Your Home*;
   b) How and why lead-based paint was used in residential units;
   c) How children become exposed to lead hazards;
   d) Building components likely to be associated with the creation of lead hazards (impact, friction, and mouthable surfaces, areas of deteriorated pain due to underlying moisture/substrate damage);
   e) A overview of lead hazard control strategies, and provision of HUD's *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*;

   f) Why it was important for children in their homes to have blood lead tests for lead prior to construction.
3. A review of the application, inspection, blood lead testing, and construction process;
4. Discussion of providers' responsibilities during the project;
5. Discussion of partners' responsibilities;
6. Question and answer session; and
7. Completion of a Statement of Interest by providers who wanted to receive applications.

Over the course of the project, 60 providers (32 in Rochester and 28 in Syracuse) completed Statements of Interest (see Appendix 6–3).

Staff from CCS and FCSSN then contacted all the providers who signed a Statement of Interest, and offered applications, a detailed explanation of the application process, and assistance in assembling needed records. Each provider signed a consent as part of the application, which detailed the program's and the provider's responsibilities as part of the project. (See Appendix 6–5). The consent also made provision for data-sharing among all the partner organizations, including sharing of medical data.

Blood Lead Testing:

Our project encouraged all children under the age of six, not only the resident children, to have blood lead tests within six months of the start of construction. Not only was this consistent with the HUD guidelines for the grant, but it also forwarded the primary prevention goal of the project — to treat homes before they had exposed children to dangerous levels of lead dust. Testing before the work began also increased the provider's confidence that he/she had not inadvertently exposed the children.

Because capillary blood lead samples have a higher risk of false positives through contamination during sample collection, the project asked parents to consent to venipuncture samples.

At the beginning of the project, we anticipated that blood lead testing for the child care children would pose special challenges:

1. Parents might not understand why children needed the tests, especially if they were older than age 2.
2. Costs of tests might discourage participation.
3. Parents could not afford to disrupt their work schedules to have their children tested.
4. Parents who rented their homes might worry that elevated blood lead test results would have negative consequences on their leases or rents.
5. Family medical providers might not support testing that exceeded the US Centers for Disease Control and Prevention's lead screening guidelines.

The project, therefore, took more than half an hour of the session to explain the blood lead testing process, why any child under age 6 who could be exposed to renovation activities should be tested, who would have access to the data, and what would happen if children were found to have elevated lead levels. No new cases of elevated blood lead levels were identified as a result of our testing, and the majority of children between the ages of 1–6 in care at the time of construction chose were tested (60% of the 47 Rochester children; 56% of the 61Syracuse children). Parents of children under the age of 1 year were more likely to waive the test because they did not want their children to undergo venipuncture.

The program chose to pay for the costs of blood lead tests for all children under age six, and for any children over age six whose parents requested testing. To keep costs reasonable, we secured discounts from two testing centers. Each had weekend and evening hours.

To secure medical provider support, the health care teams for the children received letters that explained the project, signed consents from the parents requesting the tests, and completed lab requisition forms. The providers only needed to sign the lab requisition. Two to four weeks later, a nurse at NCHH followed up with the provider's medical staff to determine whether the lab requisitions had been signed and returned to the parents. If not, copies of the consents were faxed to the providers, and the faxed lab authorization was given to the parents (see Appendix 6–7 for protocol)

Since it took approximately 4 months from the parent meeting to the receipt of blood lead testing results, if the blood lead test results were older than six months at the time of construction, the program did not require the children to be retested. We based this decision on the fact that venipuncture was the more reliable testing method and there were no new cases of elevated blood leads found through initial testing.

Thirty-four providers (16 Syracuse 18 in Rochester) completed the applications, but only 26 met all the income and other eligibility requirements. Those applicants who could not be served by the project received a letter of explanation, and a list of other funding sources to support repairs.

Once the application was approved and funding secured, FCCSN and CCS scheduled meetings at the provider's home to conduct lead education for the parents of the children served. The 1.5 hour meetings covered the same topics as the provider information session, but also involved a detailed explanation of why blood lead testing for children under age 6 was necessary. Project team staff members and lead educators from the Finger Lakes Regional Lead Treatment Center in Rochester or the Onondaga Department of Health in Syracuse conducted the parent lead education sessions.

At the end of the session, parents were asked to sign project consent forms (Appendix 6–6), consents for blood lead testing, and requests to their health care providers to authorize the tests. Parents who chose not to have their children tested signed waivers to that effect. Parents also received copies of the same EPA and HUD pamphlets that providers had received at their meetings. Although the program had expected one lead education session would be sufficient, turnovers in the children in care before construction started required two visits to some child care homes.

Education of the providers continued throughout the pre-construction process. Child care partner and housing partner representatives jointly conducted the first home inspection to develop a preliminary scope of work for health and safety repairs. Providers accompanied the team on this inspection, and learned on-site what building conditions might be hazardous and need correction. The lead risk assessor held similar conversations during his/her visit. Once the final scope of work was developed, the housing partner's construction manager reviewed each specification with the client prior to the meeting to award the bids. Other members of the project team (either from NCHH, The Enterprise Foundation, or the child care partner) attended whenever possible. These joint conversations enabled the program partners to convey the same messages when they interacted with the client.

We used relocation planning as another opportunity to reinforce lead safety messages with providers, specifically messages about the need for proper covering and cleaning of belongings to prevent exposure to lead dust or recontamination, and the importance of not re-entering the building once lead hazard control was under way.

4. Continuing Education on home maintenance for providers

Lead Hazard control programs often find that lead dust hazards re-emerge if lead-based paint is not properly maintained. Since the low-income providers served by our project did not have the resources to undertake additional major repairs, it was important that they understand the need for timely, small-scale repairs to prevent hazards from occurring. We also believed that they would become imporatant educators in their own right for the parents of children in their care, as well as neighbors, family, and others.

After the work was completed, the NCHH program manager conducted a 1.5 hour home session with each provider. Prior to the session, the program manager assembled a colorful notebook where all important program documents could be stored. Since the federal Lead Disclosure Rule requires that any knowledge of lead hazards on a property must be communicated to prospective tenants and purchasers, keeping all program documents in one location facilitates transfer of this information

One of the important components of this notebook was the home maintenance plan, with guidance specifically tailored to the repairs that had been done to the home, as well as an explanation of how to inspect for deteriorating lead paint, decreases in energy efficiency, and structural problems on a regular basis. (See Appendix 6–8)

At the home visit, we reviewed all components of the home maintenance plan with the provider. We also reviewed with the provider how to read the risk assessment results to identify where lead safe work practices would be needed for future home repairs. We demonstrated cleaning techniques, and reviewed the messages in the *What Family Child Care Should Know About Lead* pamphlet (Appendix 6–9). At the end of the visit, We

Notebook contents:

1. A thank you letter and reminder of the need to communicate lead hazard information to future owners or tenants.
2. A maintenance plan specifically tailored to the repairs conducted in the home
3. Copies of the lead risk assessment and clearance test results, an explanation of how these tests were conducted, and a copy of the EPA standards that applied at the time the work was completed.
4. Copies of the provider's consent, the job specifications, and the historic preservation review letter;
5. "What Family Child Care Should Know About Lead", a pamphlet designed by the program to cover a variety of lead messages relevant to child care, including:
   a. Sources of exposure
   b. Product recall information from the U.S. Consumer Products Safety Commission
   c. Home maintenance and soil maintenance guidance to share with parents of children who enter care
   d. Detailed cleaning instructions
   e. Educational strategies to support children with elevated blood lead levels
   f. Nutritional strategies to support children with elevated blood lead levels
6. Pamphlets and handouts on nutrition, door mat cleaning, window safety, and additional copies of the EPA and HUD pamphlets given at the start of the program.

provided the client with the floor mats, cleaning buckets, spray bottles, and other supplies she had used in the demonstration.

5. Continuing education for providers not served by the program

Residentially-based environmental hazards are a problem faced by child care providers in all parts of the country. While our project could address the hazards in only a few homes, we developed a variety of strategies to deliver the educational message in the future.

Both child care partners have committed to offer lead education as part of their ongoing continuing education credit program, using the materials the program developed. In addition, both providers are part of a proposed pilot outreach program through Cornell University to conduct additional training. If the pilot is funded, providers who have completed our program will be asked to serve as peer educators to other family child care providers. Those providers who seek more information will be given the opportunity to have a free home visit to demonstrate cleaning, as well as environmental testing. One of the goals of proposed project is to develop a Lead-Safe Child Care Registry in each community managed by the local child care resource and referral agency.

Program staff made eight presentations at key national conferences of child care providers, public health officials, and housing development corporations during the two year pilot. Based on feedback from the conferences, we developed short articles to submit to key early childhood education journals. These are now under review.

We also developed supplemental accreditation standards on lead safety for the National Association of Family Child Care. These are also under review.

6. Other "Lessons Learned"

Our project also identified a number of steps other programs may wish to take to improve outreach and education. Our program began outreach and education before our strategies for relocation and funding for non-lead related repairs were finalized. In retrospect, the long time frame for the project served as a barrier to education, since there were often long delays in the process and providers could lose track of the prior information we provided. It may be more efficient to delay recruitment until the program has critical components such as relocation plans and supplemental funding fully in place. However, it is important to keep in mind that for a project of this complexity, a two-year grant period is not long considering all of the elements of the program that need to be developed before construction on the first house begins. If a project does wait to begin the recruitment process until all of the other program

elements are fully resolved, there will be less time available for the enrollment and construction process.

Translation services were not needed very often in either city: all providers were English-speakers, as were the vast majority of parents. We arranged for a translator to accompany the one Vietnamese family and the one Somali family to the meeting, and to assist them in completing the program consents. In both cases, the need to arrange for translators significantly delayed the process of scheduling the parent education sessions and in gaining compliance with blood lead testing. Programs that expect to serve a large number of non-English speakers need to have identified potential translation services before beginning recruitment.

We also learned that all family members needed to hear the message on lead safety before relocation occurred. We found that providers or their family members did re-enter their units, especially when the lead hazard control took longer than a week to accomplish. Family members who were not at the lead trainings were more likely to be the ones who re-entered the unit, often in search of clothes or pet supplies that they forgot. For the most part, the program found that a reminder call to the provider after the first re-entry was enough to stop the problem. However, other programs may want to consider a training session for the whole family as part of relocation planning. Furthermore, we chose not to change the locks on the providers home to prevent reentry, though other programs may want to consider that option.

Finally, programs may wish to incorporate follow up visits at 3 or 6 months after construction to ascertain whether the cleaning and maintenance training they provide is implemented.

Recommendations:

1. Set clear goals for recruitment.
2. Tailor the marketing messages to the concerns of providers and parents.
3. Have a clear understanding of all the program decisions (i.e. related to relocation strategy) that need to be made before construction on the first house can begin. Do not start recruitment until all those decisions have been made.
4. Make sure that culturally appropriate materials, and translation services, are available before recruitment begins.
5. Give providers a clear timeline for construction, and update them monthly on the status of their application.
6. Conduct parent meetings early in the process, and keep track of new children in care.
7. Conduct a second provider education session for the whole family before relocation occurs.
8. Train providers on home maintenance, and evaluate the effects of that training.
9. Establish mechanisms to conduct continuing outreach and education for providers.

Appendix 6–1

How Will My House and Belongings Be Protected?

- You will get boxes and packing materials to pack your valuables. Your things will be kept safe until you return to your house.
- Program staff will work with you on a security plan.

How Will Children Get to and from School During the Work?

Program staff will develop a transportation plan, including:

- Arrangements with area schools to pick up and drop off kids.
- Vans or taxis to transport students.

Remember!

Until your house is tested, you won't know if lead or other safety hazards exist.

How Do I Start?

- Call 585-277-0817 to learn more.
- Get an application and complete the screening form
- Attend an informational seminar

For more information on the Home-Based Child Care Lead Safety Program, call:

Diana Webb
Rochester Children's Nursery Family Child Care Satellite Network
585-277-0817

The Home-Based Child Care Lead Safety program is sponsored by:

Rochester Children's Nursery/Family Child Care Satellite Network

Neighborhood Housing Services of Rochester, Inc.

The National Center for Healthy Housing

The Enterprise Foundation

with funding provided by:

U.S. Department of Housing and Urban Development

New York State Affordable Housing Corporation

New York State Energy Research and Development Authority

HOME-BASED CHILD CARE LEAD SAFETY PROGRAM

. . . For a Healthy, Safe Home Away From Home. . . .

Want your home and child care...

- Lead safe?
- Energy efficient?
- A safer place for children?

Join the Home-Based Child Care Lead Safety Program!

What Will I Get If I Join?

- A free home check-up for lead hazards & other safety-related repair needs
- Grants worth up to $15,000 (with no repayment), as well as low-interest loans
- Repair work done by trained professionals
- Repairs done quickly
- Testing to be sure that no lead hazards remain

Why Is Lead Safety So Important?

- Children can spend as much time in child care as at home.
- Lead affects growing bodies and brains. Even small amounts over time can cause problems with learning and behavior.
- In 2002, 1,200 children in Monroe County fit the government's definition of lead poisoning.
- The City has lots of older houses with paint in poor condition.
- As lead paint breaks down, it gets mixed into dust around the house or in the soil.
- Lead dust is very hard to see, but gets on children's hands and toys...and in their mouths.

What Repairs Can Be Done?

With grant money:

- Replacement windows
- Repairs to flaking and peeling paint
- Landscaping to cover bare soil around children's play areas
- Repairs to leaks in roof and plumbing that cause paint to fail
- Other work that is identified though the home check-up

With low-interest loan money:

- Repairs to steps and porches
- Furnace tune ups
- Improved ventilation around stoves
- Electrical repairs
- Fencing for play areas
- Other safety items

What Does This Mean For My Child Care Business?

- While the lead repair work goes on, you can't be in the house. This should take no longer than two weeks.
- All children under age 6 should have blood lead tests before the work starts.

We know your business is important to you. Program staff will help you plan how to stay open during the repairs.

Options:

- The program helps you move your family and business to another place while repairs go on.
- If the repairs can be done in a few days, the program provides transportation and vouchers for activities outside of the home.

Appendix 6–2

What Repairs May Be Made?

Each property will have a check up by experts who will suggest specific repairs. These may include...

- Replacement windows
- Repairs to flaking and peeling paint
- Repairs to leaks in roof and plumbing
- Repairs to steps and porches
- Furnace tune ups
- Improve ventilation around stove
- Other electrical repairs
- Landscaping to cover bare soil around children's play areas

Your provider will get grants and low interest loans to finance the repairs.

Experienced contractors, trained to deal with lead paint safely, will do the work.

What Do You Need to Do?

- Speak with your day care provider
- Call the number on this brochure with any questions or concerns
- Attend an informational seminar
- Learn more about the program
- Get your child tested for lead

For more information on the Home-Based Child Care Lead Safety Program, call:

Diana Webb
Rochester Children's Nursery/
Family Child Care Satellite Network
585 277 0817

Sponsored by:

The National Center for Healthy Housing
The Enterprise Foundation
Rochester Children's Nursery/Family Child Care Satellite Network
Neighborhood Housing Services of Rochester, Inc.

Funding provided by:

U.S. Department of Housing and Urban Development
New York State Affordable Housing Corporation
New York State Energy Research and Development Authority

A Parent's Guide to the Home-Based Child Care Lead Safety Program

. . . For a Healthy, Safe Home Away From Home. . . .

Your child care provider may become part of exciting new effort in Upstate New York, the Home-Based Child Care Lead Safety Program.

The program will help your child care provider:

- Have a home check up to find lead hazards or other safety-related repair needs
- Make the repairs at low cost
- Test the house afterwards to be sure no lead hazards remain.

Why Is Lead Safety So Important?

- Lead affects the bodies and brains of growing kids.
- Even small amounts over time can cause problems with learning.
- In 2002, 1,200 kids in Monroe County fit the government's definition of lead poisoning.
- The City has lots of older houses with paint in poor condition.
- As lead paint breaks down, it gets mixed into dust around the house or in the soil.
- Lead dust is very hard to see, but gets on kids' hands and toys…and in their mouths.

How Does My Child Benefit?

Your provider wants to do the most she can to give your child a safe and healthy start.

- Your provider knows that your child can spend as much time in her home as in yours…
- A healthy child care space is a better place for children to learn and grow.
- Private homes don't usually get tested for lead before they become home-based child care centers. Testing is expensive.
- Without a test, there is no way to know if a house has lead dust from paint in poor condition or soil.
- With the test and repairs, you and your provider will have peace of mind.

In addition:

- You and your child will get books, games and other items on lead and home safety.
- Your family will receive a thank you gift.

How Does This Affect My Child?

- Your child, if under the age of 6, should have a blood test for lead before repairs can begin. The program will help do this at no cost to you.
- Your child must be out of the house while lead safety repairs are made. Kids cannot come back until tests show no lead hazards remain. This could take up to two weeks. Before the repairs start…
  - Program staff will help your provider find another place to do child care while the work is done.
  - Program staff will work with you and your provider to arrange transportation between school and the temporary child care site.

Appendix 6–3
Home-Based Child Care Lead Safety Program
Statement of Interest

Please complete this form (don't forget to sign the next page) and return it to Diana Webb (Rochester) or Shannon Gillen (Syracuse).

Tell us about you...

Applicant/Provider Name: _____

Name of Child Care Business: _____

Address of Property: _____

City: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____

Are you a Registered Family Child Care Provider _____ Yes _____ No

Are you a Licensed Group Family Child Care Provider_____ Yes _____ No

In whose name(s) is the title to the property? _____

How many people over age 18 usually live in your home at least 10 hours a week? _____ Under 18?_____

What is your estimated gross annual household income (income from your family child care business after deductions plus other household income)? *Check one.*

☐ $5,000 – $9,999 ☐ $10,000 – $14,999
☐ $15,000 – $19,999 ☐ $20,000 –$24,999 ☐ $25,000 and over

Tell us about your child care operation…

How many children under age 6 do you care for in your home each week? _____

How many children age 6–13 do you care for in your home each week? _____

How many of these children are funded by either DSS, JOBS or CAP? _____

For how long have you been a registered or licensed child care provider? _____ Years _____ Months

In what part of the house is the child care operation located (what floor, which rooms on that floor)?

_____

Tell us about your property…

Year house was built (if known): _____ Years you have lived in house: _____

Number of bedrooms: _____ Number of bathrooms: _____ Full _____ Half _____

Number of stories (not counting basement): _____

Number of dwelling units/apartments: _____

Is this a: ☐ Detached Single Family Home *or* ☐ Two family *or* ☐ Other?

Do you heat with: ☐ Natural Gas ☐ Electric ☐ Oil ☐ Other? (specify)_____

Check all the areas in your home that you think need repair:
(Please note that checking more items will not affect your chances to qualify for the program)

Electrical/Outlets
☐ A room has exposed or frayed wiring
☐ Not enough outlets in the room

Heating/Cooling
☐ Furnace doesn't work
☐ Furnace more than 20 years old
☐ Very high energy bills
☐ Hot water heater leaks
☐ No air conditioning

Fencing
☐ No fencing around children's play area
☐ Fencing needs repairs

Interior Walls/Floors/Paint & Plaster
☐ Paint chipping, peeling, flaking
☐ Holes or cracks in walls
☐ Holes in floor/Uneven floors

Security/Doors/Locks
☐ Exterior doors damaged
☐ Exterior locks broken or missing

Foundation
☐ Cracks
☐ Water leaks into basement
☐ No sump pump

Plumbing/Sewer/Ventilation
☐ Sewer backups
☐ Leaks in kitchen plumbing
☐ Leaks in bathroom plumbing
☐ No ventilation in bathroom

Roof/Gutters
☐ Roof shingles missing
☐ Roof leaks when it rains
☐ Gutters or downspouts missing

Porches/Exterior Stairs
☐ Porch leans
☐ Porch railing loose, damaged or missing
☐ Porch stairs broken or missing

Windows/Exterior
☐ Windows broken or missing
☐ Windows can't be opened from inside
☐ Siding is broken or missing
☐ Paint chipping, peeling, flaking

Interior Stairways
☐ Stairs broken or missing
☐ Uneven tread
☐ Railings broken/unstable

Other areas needing repairs

_____

I am interested in learning more about participation in the Home-Based Child Care Lead Safety Program. By completing this Statement of Interest, I am not committing myself to participation with the program or applying for any benefits under the program.

I give the program permission to photograph the exterior and "principal living spaces" in the interior for the purpose of evaluating its historic qualities under local, state, and federal laws and regulations.

Applicant's Signature: _____ Date: _____

Appendix 6–4
Home-Based Child Care Lead Safety Program Provider Request for Services

Instructions for completing this Request for Services:

Thank you for your interest in the Home-Based Child Care Lead Safety Program. You will note that there are two sections to this form: the first section requests information that will help us determine your eligibility for GRANT assistance under the program. The second section requests information that will help us determine your eligibility for low-interest LOANS. Completion of both sections of the application (including your signature) and submission of all requested documents is REQUIRED to be considered for the program, even if you are not taking out any loans to finance the safety repairs. Please contact Diana Webb, Rochester Children's Nursery Family Child Care Satellite Network at 585–277–0817/Shannon Gillen, Child Care Council of Onondaga County at 315–446–1220, ext. 307 with any questions and to submit your application.

Section 1: Applicant Information – Please print

Last name First name Middle Initial

Street address of home-based child care City State Zip

Birth Date (MM/DD/YYYY) Applicant's Social Security Number or Tax Identification Number

Home telephone

Business telephone

Name of child care operation Child Care License or Registration # (Attach copy)

Co- Applicant Information: Please complete the following information for co-applicant (co-borrower/spouse who owns and occupies the house or other individual who will co-sign loans.) If there is no co-applicant, enter Not Applicable.

Last name First name Middle Initial

Street address (if different) City State Zip

Birth Date (MM/DD/YYYY) Co-Applicant's Social Security Number or Tax Identification Number

Home telephone (if different from applicant's) Business telephone (if different)

Persons Currently Residing in the House:
Please list the names and ages of all persons who live in this house at least 10 hours a week (excluding children who receive child care services).

Name	Age

For all children under the age of 6 who reside in this home, please provide copies of their most recent blood lead test results, if available.

Section 2: Applicant Financial Information – Please print

Name of mortgage holder: _____ Loan #: _____
(Bank or finance company)

Name of homeowner's insurance company:_____ Policy #: _____

Employment (Please list all employers you have had, other than your child care business, for the last three years. List all employers for co-applicant. Use additional sheets if necessary.)

	Applicant	**Co-Applicant**
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	Applicant	**Co-Applicant**
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

Income/Credit Information:

Including yourself, please list all the sources of income for your household. If any member of the household has more than one source of income, please list each source on separate line. If your co-applicant does not contribute to the household income, please have that person complete page 10 of this application.

Name	Total Gross Annual Earnings	Source of Income (employer name, or other source such as alimony, child support, Supplemental Security income, Social Security Disability Income, etc.)	For How Long Have You Been Receiving Income from this Source?

Total yearly household income$ _____

Other Assets:

Please list your checking and savings accounts, stocks and bonds, or other property from which you derive income. If the co-applicant's name is not on these accounts, please have that person complete page 11 of this application.

Name and Address of Bank/Credit Union	Type of account (checking or savings)	Balance

Name and Address of Stock/Bond	Value

Address of Rental Property	Rental Income received

	Applicant Yes or No	**Co-Applicant** Yes or No
Have you had any outstanding judgments?	_____	_____
Have you had property foreclosed upon or given title or deed in lieu thereof in the last seven years?	_____	_____
In the past seven years have you been declared bankrupt?	_____	_____
Are you a party to a lawsuit?	_____	_____
Are you obligated to pay alimony, child support, or separate maintenance?	_____	_____
Do you have any past-due obligations owed to or insured by an agency of the federal government?	_____	_____

Household Monthly Expenses and Debts:
Complete this section for the household. If your co-applicant does not reside at the property, list the co-applicant's expenses separately.

Type of expense	Household	Co-Applicant (if does not reside in household)
Mortgage payment or rent	$	$
Property tax (if not paid as part of monthly mortgage payment)	$	$
Monthly alimony, child support or maintenance	$	$
Monthly utilities (gas, electricity, oil, and water/sewer)	$	$
Liens or unsatisfied judgments	$	$

List all credit cards, charge accounts, and loans, including automobile loans:

Applicant/ Co-applicant	Creditor Name and Address	Account Number	Original Amount	Balance Due	Monthly payment

Are property taxes on the property which houses the child care services paid as of the date of your application? _____ Yes _____ No

Are all City water and sewer bills paid as of the date of this application? _____ Yes _____No

Section 3: Special Circumstances for Your Child Care Business

Relocation Preferences

Federal and state laws require that all occupants be re-located during lead safety work, which can take up to two weeks to complete. Please indicate with a checkmark your relocation preferences for both your family and your child care business:

I prefer…	For my Family	I prefer…	For my child care business
	To stay with friends or family		To move the child care to the alternative site
	To stay at the alternative child care site		To take vacation and close the child care for up to two weeks
	To stay in a hotel or motel		Other (Please describe)

Household School Transportation needs:

During the period of relocation, transportation assistance between the child care and school will be provided, if needed, for all school-aged children. Please complete the following table for all school-aged children who reside in this home.

Name of child	School attending in 2003/2004	Hours of school attendance	Current method of transport to and from school

Children Served by Your Child Care Business at the time of application:

Please list all children currently served by your child care services and their transportation needs to and from school

Name of child	Birth Date	School attending in 2003/2004	Hours of school attendance	Current method of transport between school and child care
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Please let us know if enrollment at your child care business changes after completing this application.

Other Special Needs/Circumstances:

Declaration:

All information provided on this application is correct. The signature(s) below authorizes Neighborhood Housing Services of Rochester, Inc. or Home HeadQuarters, Inc. to perform a review of my credit history for the purposes of approving the loan I am requesting.

It also authorizes these organizations to share such information with Rochester Children's Nursery Family Child Care Satellite Network or Child Care Council of Onondaga County, the Enterprise Foundation, and the National Center for Healthy Housing for the purposes of administering the Home-Based Child Care Lead Safety Program.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of gender or marital status.

_____ _____

Applicant's Signature Date Co-Applicant's Signature Date

_____

Witness Date

INFORMATION FOR GOVERNMENT MONITORING PURPOSES:

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

Applicant:
I do not wish to furnish this information (initials) _____

Race/National Origin:
☐ American Indian, Alaskan Native
☐ Asian, Pacific Islander
☐ White
☐ African-American
☐ Hispanic
☐ Other (specify) _____

Sex:
☐ Male
☐ Female

Co-Applicant:
I do not wish to furnish this information (initials) _____

Race/National Origin:
☐ American Indian, Alaskan Native
☐ Asian, Pacific Islander
☐ White
☐ African-American
☐ Hispanic
☐ Other (specify) _____

Sex:
☐ Male
☐ Female

Supplemental Pages

Co-Applicant Income/Credit Information:

If the co-applicant does not contribute to the household income, please complete this sheet for the co-applicant's income sources.

Name	Total Gross Annual Earnings	Source of Income (employer name, or other source such as alimony, child support, Supplemental Security income, Social Security Disability Income, etc.)	For How Long Have You Been Receiving Income from this Source?

Co-Applicant's Assets:

Please list checking and savings accounts, stocks and bonds, or other property from which co-applicant derives income and is not included in household assets.

Name and Address of Bank/Credit Union	Type of account (checking or savings)	Balance

Name and Address of Stock/Bond	Value

Address of Rental Property	Rental Income received

Continuation Sheet:

Employment (Please list all employers for the last three years. Use additional sheets if necessary)

	Applicant	**Co-Applicant**
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	Applicant	**Co-Applicant**
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	Applicant	Co-Applicant
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	Applicant	Co-Applicant
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

Home-Based Child Care Lead Safety Program Document Checklist

Name of Applicant/Co-Applicant and Property Address_____

_____

Required:

_____ Photo Identification and Social Security card

_____ Prior 3 years of Federal Tax returns with W-2 forms, and including schedule C if filed

_____ Three most recent paycheck stubs

_____ Three months of Bank Statements for all accounts

_____ Deed, title, or proof of ownership of property

_____ Homeowner's insurance, with start and end date of coverage and type of coverage

_____ Current New York State Child Care license or registration

_____ Proof of payment of water and sewer

If Applicable:

_____ Business/professional liability insurance

_____ If Social Security Income, Social Security Disability Income, or retirement income, Social Security letter stating benefits, retirement letter stating benefits

_____ Divorce Decree/Separation agreement, if applicable

_____ Court-ordered Child Support Documentation, if applicable

_____ Stock, bond, or IRA income, if applicable

_____ Rental income verification, if applicable

_____ Bankruptcy Documentation, if applicable

_____ Copy of death certificate if person listed on the deed has since died

_____ If applicant wishes to be considered for energy conservation services, 12 months of utility bills or a written summary from utility company of annual energy costs

Sources of Documentation for the
Home-Based Child Care Lead Safety Program

For your convenience, we have identified sources for each type of required information and where you can go if it is not readily available.

Required Information	Sources	Where to go for this information
Identification	• Copy of driver's license or other picture ID • Social Security Card	• Call 1–800–CALL–DMV for closest office • Call 1–800–772–1213 for the closest Social Security Administration office
Ownership or proof of residency at location for at least 3 years	• Title • Deed • Copy of lease agreement for prior 3 years (if applicable)	• Your mortgage company or your landlord • Office of the Onondaga County Clerk, County Courthouse, 401 Harrison Street, 2nd floor, Syracuse, New York Phone: 315–435–8250 Fax: 315–435–3455 or • Office of the Monroe County Clerk, 39 West Main Street, Room 101, Rochester, New York Phone: 585–428–5151 Fax: 585–428–4698
Energy Services Usage	• Names of utility and energy services providers • Copies of 12 months of utility bills (electric, gas and/or oil) • In place of bills, written summary from utility companies of annual costs	• Niagara Mohawk: 1–800–322–3223 or • Rochester Gas & Electric: 1–888–253–8888
Proof of Licensure or Registration as a child care provider	• NYS day care llicense or registration	• ROCHESTER REGIONAL OFFICE Ella Renckert, R.O. Manager NYS Office of Children and Family Services Rochester Regional Office 259 Monroe Avenue, 3rd Fl. Monroe Square Rochester, NY 14607 (585) 238-8531 • SYRACUSE REGIONAL OFFICE Margaret Pavlos. Acting R.O. Manager NYS Office of Children and Family Services Syracuse Regional Office The Atrium Building, 3rd Floor 2 Clinton Street Syracuse, NY 13202 (315) 423-1202 • New York State Department of Family Assistance, Office of Children and Family Services, Bureau of Early Childhood Services 52 Washington Street, 3 North, Rensselaer, NY 12144 Phone: 518-474-9454 Fax: 518-474-9617 http://www.dfa.state.ny.us

Required Information	Sources	Where to go for this information
Income/financial eligibility	• Individual or household personal Federal tax returns (for 3 prior years) If no Federal returns filed, documentation of monthly household income (e.g. 3 consecutive months of pay stubs, Supplemental Security Income or Social Security Disability Income transmittals for the current year, alimony checks) and monthly child care business expenses	• Local Internal Revenue Services offices are located at 255 E. Avenue, Rochester, NY 14604 585–263–5840 or 100 S. Cliinton Street Syracuse, NY 13261 315–448–0807 • Call 1–800–772–1213 for the closest Social Security Administration office
Proof of insurance coverage	• Homeowner's insurance policy and business insurance policy. Include the start and end date of coverage and type of coverage	• Your insurance company

Appendix 6–5
Home-Based Child Care Lead Safety Program
Applicant Consent Form

I am interested in participating in the Home-Based Child Care Lead Safety Program. If I meet the criteria for this Program, I will receive up to $15,000 worth of grants for lead hazard control and additional money in loans or grants for other repairs to my home and property.

I will receive the following:

1. A visual inspection of my home and property located at _____
   _____ (the "Property")
2. A comprehensive assessment of lead and safety hazards including recommended repairs and an action plan to correct the hazards.
3. Access to an alternative residence, as specified in Section 3 of the Application, during the period of lead hazard repairs, which will take up to two (2) weeks.
4. Access to an alternative lead-safe location suitable for continued operations of the child care business during the period of lead hazard repairs, which will take up to two (2) weeks.
5. A copy of all lead testing results on my Property and safety hazard inspection reports.
6. Up to $15,000 worth of grants for lead hazard control as well as additional loans or grants to address other repairs made in accordance with the action plan.
7. A written statement of work done and recommended maintenance procedures.
8. A certificate stating that I have participated in the Program and that known lead and safety hazards have been addressed.
9. At the completion of construction: a smoke detector, a carbon monoxide detector, a fire extinguisher, childproof plugs for electrical outlets, a cleaning supply kit, and four (4) door mats.

I agree to do the following:

1. Complete the application and provide all necessary and requested documentation, including financial records necessary to make a determination of the Property's value and my income eligibility for loans and grants.
2. Submit program consent forms signed by parents of all children enrolled as of the date of my application. I also agree to submit consent forms from parents of children who enroll in my child care program after the application is submitted but prior to the start of repairs.
3. Participate in at least one educational session on the Home-Based Child Care Lead Safety Program prior to construction and at least one educational session on the Program after construction is completed.
4. Provide a copy of A Parent's Guide to the Home-Based Child Care Lead Safety Program brochure to the parents of every child enrolled in my child care operation as of the date of my application. I also agree to provide this pamphlet to parents of children who enroll in my child care program after the application is submitted but prior to the start of repairs.

5. Remove any debris, trash, old cars or other identified items on my Property that would make the visual inspection, soil sampling or repair work difficult or not possible.
6. Allow Program staff and their sub-contractors access to my Property for completion of the visual inspections and repairs.
7. Not enter my Property while lead-related repairs are underway. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before anyone is permitted to return.
8. Allow Program staff and their sub-contractors to take pictures of my Property before, during and after construction.
9. Meet with Program staff to review the loan application, assessment and action plans, and provide input.
10. Cooperate with Program staff and their contractors and allow them to use at my cost my utilities (such as light, heat, power and water) as needed to carry out and complete the work.
11. Allow children under age 6 living in my Property to undergo blood lead level testing within 6 months prior to construction and again within one month after all construction is completed, at no cost to me.
12. Permit the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network, Child Care Council of Onondaga County Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc. to receive copies of blood lead test results and program documentation, including financial information, as necessary to administer the Home-Based Child Care Lead Safety Program.
13. Pack and move all belongings in rooms scheduled for construction to a designated location before the work takes place.
14. Own this property for at least 2 years after construction is completed.
15. Provide child care services at the Property for at least 2 years after construction is completed.
16. Speak with the press and/or participate in a press event and/or publicity related to the Home-Based Child Care Lead Safety Program, if requested by the Program.
17. Hold the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc., its and their employees harmless and agree not to commence any legal action or to sue or make any claim against these organizations for any claim, liability, damage or loss to person or property in connection with activities of the Home-Based Child Care Lead Safety Program that are within the proper lead hazard control or relocation processes undertaken by these organizations or their contractors.

I understand that:

1. Submission of the application does not commit me to participate in the Home-Based Child Care Lead Safety Program.
2. I may withdraw from the Program at any time.
3. Application to and participation in Home-Based Child Care Lead Safety Program does not disqualify me from applying for or participating in any other home repair program for which I may be eligible.
4. Application to and participation in the Home-Based Child Care Lead Safety Program does not affect my current or future status as a licensed or registered child care provider in the State of New York.
5. The Program will make an effort to minimize risk to my children by relocating my family to an alternative lead-safe location while lead hazard control work is underway. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before any child is permitted to return.
6. By New York State law, all blood lead tests are reported by the testing source to the authorized health agencies. Childhood Lead Poisoning Prevention Program Offices will provide follow up services if blood lead levels of children under age six living in my Property are above the level of concern.

I will formally approve the proposed action plan, Child Care Provider Education Plan, and Project Completion Certificate, indicating that the work has been successfully completed.

I understand that Neighborhood Housing Services will oversee the hazard reduction work and that Linell Greene will coordinate scheduling of repair work. I do not need to be present during the visual inspection.

If I have any questions about scheduling the visual inspection or relocation, Diana Webb, Rochester Children's Nursery Family Child Care Satellite Network at 585–277–0817 will answer them or provide me with the names and phones numbers of the appropriate parties.

If I have any questions or concerns about the Home-Based Child Care Lead Safety Program, they will be answered by Tania Miller, The Enterprise Foundation Upstate at 585–454–2750 or Carol Kawecki, National Center for Healthy Housing at 1–800–624–4298, ext. 2779.

Names and date of birth of children under age six who reside at this property for whom consent to receive blood lead testing is given.

Name	Date of Birth

Applicant signature Date

Address

Co-Applicant signature Date

Address

Witness Date

Appendix 6–6
Home-Based Child Care Lead Safety Program
Parent Consent Form

My childcare provider has applied to participate in the Home-Based Child Care Lead Safety Program. If s/he meets the criteria for the Program, I understand that certain repairs will be made to her or his property ("the Property") to address home repair needs and to reduce the exposures to lead hazards for children. I understand that this work is to be done in 2003 or 2004.

1. I acknowledge that I have received and read a copy of the brochure entitled A Parent's Guide to the Home-Based Child Care Lead Safety Program. I understand that this document provides information about the risks and benefits of lead and other home safety hazard identification, repairs and maintenance as they relate to this Program.
2. I understand that my children enrolled in the child care program will continue to receive child care services during the lead safety repair activity, unless the provider has made arrangements to close during the period of construction.
3. I understand that the Program will make an effort to minimize risk to my child by relocating the child care activities to an alternative lead-safe location while lead hazard control work is underway.
4. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before any child is permitted to return.
5. I agree to participate in at least one educational session on the Home-Based Child Care Lead Safety Program prior to construction and at least one educational session on the Program after the construction is completed.
6. I agree to
   a) provide evidence that a blood lead test that has been performed within the past 6 months for each of my children under 6 years of age who are enrolled in the child care program or
   b) permit each of my children under 6 years of age who are enrolled in the child care program to have blood lead level tests performed prior to construction, at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me/us. If for religious or personal reasons I choose not to have my child tested for lead, I will sign a statement to this effect.
7. I agree to transport my children, or allow them to be transported, from the current child care location to this alternative location. I understand that this work will take up to 2 weeks.
8. I understand that I may request a blood lead level test after construction is completed, to be performed at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me.
9. I agree that information provided to the Home-Based Child Care Lead Safety Program about me and my children, including photographs, will not be released without my permission, unless it is required for referral for follow up medical care or administration of the Home-Based Child Care Lead Safety Program.
10. I authorize the release of blood lead test results to the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc. as documentation that the tests were completed as required by the conditions covering the release of federal funds for this Program.

11. I agree to hold the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc., its and their employees harmless and agree not to commence any legal action or to sue or make any claim against these organizations for any claim, liability, damage or loss to person or property connected with the activities of the Home-Based Child Care Lead Safety Program that are within the proper lead hazard control or relocation processes undertaken by these organizations or their contractors.
12. I understand that New York State law requires that all blood lead tests are reported by the testing source to the authorized health agencies. Childhood Lead Poisoning Prevention Program offices will provide follow up services if my child's(children's) blood lead level(s) is(are) above the level of concern.
13. I am the custodial parent/foster parent/guardian of the child(ren) named below.

Print name of Parent , Foster Parent or Guardian | Signature | Date

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name and Address of Child Care Provider:

(the "Property")

Witness | Date

Appendix 6–7
Procedures for Blood Lead Testing for the Home-Based Child Care Lead Safety Program — Syracuse, NY

At the time construction begins, all children aged six or younger must either have:
- blood lead tests within the past 6 months
- a signed parental waiver for tests.

1. At the time of the parent meeting, parents will be asked to sign:
   - HBCCLSP Parental Consent (Attachment 1)
   - Blood Lead Testing Release Form (attachment 2)
   - Onondaga County Department of Health Release (attachment 3)
   - Request to Primary Care Provider (PCP) to order blood lead test (attachment 4) — this if parent checks item 2 on Blood Lead Testing Release form

   In addition, all parents must receive a copy of the DOH HIPPA pamphlet.
   CCCOC representative should sign and date all forms as witness.

2. CCCOC will make 2 copies of all signed forms, and forward one of these to NCHH.

3. CCCOC will send the original of the Onondaga DOH Release to DOH as soon as possible. DOH will review whether current tests are on file and notify health care providers if tests are needed. DOH will send copies of test reports to NCHH. NCHH will inform CCCOC whether additional tests are needed.

4. If blood lead tests are older than 4 months, CCCOC will add the PCP's name and address and the date onto the NCHH/EF request letter (attachment 6).

5. CCCOC will mail to the PCP:
   - The NCHH/EF request letter
   - The original of the parent request for service
   - A copy of the Blood Lead Test Release
   - The lab requisition form provided by the laboratory.

6. CCCOC will email NCHH when the request is sent. Within two weeks, Carol will follow up with the parent who signed the request to see if the requisition was sent to the home. If not, NCHH will contact the PCP to follow up. As soon as the lab requisition is signed, NCHH will notify CCCOC. CCCOC will contact the child care provider and the lab to schedule service.

Attachment 1
Home-Based Child Care Lead Safety Program
Parent Consent Form

My childcare provider has applied to participate in the Home-Based Child Care Lead Safety Program. If s/he meets the criteria for the Program, I understand that certain repairs will be made to her or his property ("the Property") to address home repair needs and to reduce the exposures to lead hazards for children. I understand that this work is to be done in 2003 or 2004.

1. I acknowledge that I have received and read a copy of the brochure entitled A Parent's Guide to the Home-Based Child Care Lead Safety Program. I understand that this document provides information about the risks and benefits of lead and other home safety hazard identification, repairs and maintenance as they relate to this Program.
2. I understand that my children enrolled in the child care program will continue to receive child care services during the lead safety repair activity, unless the provider has made arrangements to close during the period of construction.
3. I understand that the Program will make an effort to minimize risk to my child by relocating the child care activities to an alternative lead-safe location while lead hazard control work is underway.
4. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before any child is permitted to return.
5. I agree to participate in at least one educational session on the Home-Based Child Care Lead Safety Program prior to construction and at least one educational session on the Program after the construction is completed.
6. I agree to
   a) provide evidence that a blood lead test that has been performed within the past 6 months for each of my children under 6 years of age who are enrolled in the child care program or
   b) permit each of my children under 6 years of age who are enrolled in the child care program to have blood lead level tests performed prior to construction, at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me/us. If for religious or personal reasons I choose not to have my child tested for lead, I will sign a statement to this effect.
7. I agree to transport my children, or allow them to be transported, from the current child care location to this alternative location. I understand that this work will take up to 2 weeks.
8. I understand that I may request a blood lead level test after construction is completed, to be performed at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me.
9. I agree that information provided to the Home-Based Child Care Lead Safety Program about me and my children, including photographs, will not be released without my permission, unless it is required for referral for follow up medical care or administration of the Home-Based Child Care Lead Safety Program.
10. I authorize the release of blood lead test results to the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc. as documentation that the tests were completed as required by the conditions covering the release of federal funds for this Program.
11. I agree to hold the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc., its and their employees harmless and agree not to commence any legal action or to sue or make any claim against these organizations for any claim, liability, damage or loss to person or property connected with the activities of the Home-Based Child Care Lead Safety Program that are within the proper lead hazard control or relocation processes undertaken by these organizations or their contractors.
12. I understand that New York State law requires that all blood lead tests are reported by the testing source to the authorized health agencies. Childhood Lead Poisoning Prevention Program offices will provide follow up services if my child's(children's) blood lead level(s) is(are) above the level of concern.

Print name of Parent or Guardian Signature Date

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name of Child and Birth Date _____

Name and Address of Child Care Provider:

_____

_____

(the "Property")

_____

Witness Date

Attachment 2
Home Based Child Care Lead Safety Program
Blood Lead Testing Release Form

It is recommended that all children under six years of age have their blood lead level tested prior to lead hazard control. If your children have not received a blood test in the past four (4) months, you should contact your child's primary care provider to arrange the test.

Please check one of the following – the one that best describes your children:

1. _____ My children under six **have** had their blood lead levels treated **in the past four (4) months**. Please identify the test provider and the date of the test.

   _____

   AND

   _____ I hereby authorize the provider to release the results of this (these) blood test (s) to the Home-Based Child Care Lead Safety Program.

2. _____ My children under six **have not** had their blood lead levels **tested in the past four (4) months and I agree to have them tested at this time**.

3. _____ For religious and/or personal reasons, I choose **not to have** my child (children) tested for lead.

I voluntarily disclose this information. I understand that disclosure of this information is not required for participation in the Home-Based Child Care Lead Safety Program.

_____

Parent's/Foster Parent/Guardian signature Date

Attachment 3

ONONDAGA COUNTY HEALTH DEPARTMENT
Lead Poisoning Control Program
421 Montgomery Street, 9th Floor
Syracuse, New York 13202
Phone: (315) 435-3271
Fax: (315) 435-3720

Authorization for Use or Disclosure of Individually Identifiable Health Information

_____ _____ _____
Name of (Client/Patient/Child) DOB SS#

I allow ONONDAGA COUNTY HEALTH DEPARTMENT to:

RELEASE TO: _X__ OBTAIN FROM: _____

National Center For Healthy Housing
10227 Wincopin Circle, Suite 100
Columbia, MD 21044

RELEASE TO: __X__ OBTAIN FROM: _____

Home HeadQuarters, Inc.
124 E. Jefferson St.
Syracuse, NY 13202

RELEASE TO: _X__ OBTAIN FROM: _____

Enterprise Foundation Upstate,
183 E. Main St.,
Suite 1324, Rochester, NY 14604

RELEASE TO: __X__ OBTAIN FROM: _____

Child Care Council of Onondaga County, Inc.
3175 E. Genesee St., Suite #5
Syracuse, NY 13224

The following information: **date and result of the most recent lead test, date of the next followup test.**

Reason: **requirement of the Home Based Child Care Lead Safety Program**

I understand that I can take back this permission unless the information has already been given out. To take back the permission, I must send a letter to the Health Department program listed at the top of this page. Any records given out using this signed permission may be sent somewhere else by the agency we give it to. If they send it on, it may not be protected by the same laws.

You will not be refused any care by the Onondaga County Health Department if you decide not to sign this form. The line below lists anything that will not be given out.

_____

I understand that a copy of this can be used the same way as this form.

This permission ends One Year from the date signed by the (client/patient/parent/guardian).

_____ _____
(Client/Patient/Parent/Guardian) Witness

_____ _____
Relationship to (Client/Patient/Child) Date

Attachment 4
Home-Based Child Care Lead Safety Program

I, _____, request my child's primary care provider, _____ to order blood lead tests for those of my children under the age of six who attend child care at the home of the provider whose name is listed below. These tests will be conducted at the Laboratory Alliance of Central New York, LLC facilities. I authorize release of these test results to the representatives of the Home-Based Child Care Lead Safety program, as well as to my child's health care provider.

_____ _____
Parent/Guardian Signature Date

Parent/Guardian Name (please print) _____

Parent/Guardian Address_____

_____

Phone_____

Child Care Provider Name and Address _____

_____

Primary Care Provider Name and Address_____

_____

Child's Managed Care Plan _____

Name, address, and date of birth of children under age six for whom tests are requested

Name Address Date of Birth

_____

_____

_____

_____

_____

Attachment 5

National Center for Healthy Housing

DATE

PROVIDER ADDRESS
PROVIDER ADDRESS
PROVIDER ADDRESS

Dear ,

During the next year, low and moderate income family child care providers in the City of Syracuse have a unique opportunity to participate in a primary prevention program that identifies and addressed lead hazards, as well as other safety-related repair needs, in their homes. The Home-Based Child Care Lead Safety program, funded through the U.S. Department of Housing and Urban Development and other public and private sources, will enable family providers to continue to offer child care services at an alternative location while repairs to their homes are made.

As a condition of the federal grant, all children under the age of six who reside or attend child care at the provider's home must have blood lead tests conducted within six months of the start of construction. Even if the child has had a blood lead screen as part of his/her annual physical, he/she will need to be retested if the test results are older than six months from the construction start date. As a practical matter, most children served by the project will need the additional test.

The Home-Based Child Care Lead Safety Program has arranged to have these tests conducted at no cost to the parents or child care providers. The program has established an agreement with Laboratory Alliance of Central New York, LLC for venipuncture lead testing and analysis. All test results will be reported to your office, as well as to the program.

In order for families to take advantage of this service, we need you to write an order for these tests.

Attached to this letter is a signed parental request for blood lead tests for children served by your practice. We have also attached a laboratory requisition form for your use. Once you have completed this form, please return it to the parent or fax it to Carol Kawecki, National Center for Healthy Housing (410–715–2310).

We thank you for joining with our project to improve the health of Syracuse's children. If you would like more information, please call Carol Kawecki at 1–800–624–4298 ext. 2779 or Tania Miller at 585–454–2750 ext. 12.

Sincerely yours,

Carol Kawecki, R.N.
National Center for Healthy Housing

Tania Miller
Enterprise Foundation Upstate

Appendix 6–8
Home-based Child Care Lead Safety Program
Home Maintenance Plan

The Home-Based Child Care Lead Safety Program has enjoyed working with you to make your child care home a safer and healthier place.

Every house needs regular maintenance to keep it in good repair. What does **your** house need?

Steps to Good Maintenance:

1. Check your house regularly for problems
2. Fix problems while they are small
3. Follow safe work practices
4. Know when to call in the professionals

Checking For New Lead Hazards

1. Whenever **lead** has been found in a home, owners need to keep paint in good condition, and to keep lead dust and paint chips from inside and outside the house.

2. The work that the program did in your house fixed the lead hazards at the time we did the risk assessment. **BUT if these repairs are not kept up, new problems can occur.**

3. Several times a year, check for chipping or peeling paint or bare soil.

4. Check also for any signs of water damage around windows, ceilings, or walls inside the house, because moisture can make paint break down.

5. Follow the recommendations for cleaning and repair that in Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work and the "Special Tips" included in this plan. The program has also showed you how to clean to keep lead dust low.

When to Check

Yard/Outside the house:
- Spring and Fall
- After a drought
- After any work on the outside of the house

Inside the house:
- Once a month (especially on trim, windows and sills, doors, and anywhere surfaces can rub together)
- More often if very young children can reach painted surfaces

Checking for Energy Efficiency and Indoor Air Quality

1. Windows, caulking, weather-stripping, insulation, and appliances (furnaces, stoves, dryers, etc.) should have no leaks or cracks.

2. Storm windows should fit tightly.

3. "Weep holes" in window frames keep water from staying inside the window well — make sure these holes are not blocked.

4. Mold or a mildew smell can mean that the house is "too tight" — moisture builds up inside and cannot get out. Fans over kitchen appliances and in the bathrooms should work well and vent to the outside.

5. Carbon monoxide is a deadly gas that you cannot see, smell, or taste. It can build up in the house if appliances are not in good repair.

When to Check

Outside the house:
- Spring and Fall
- Whenever your energy bills suddenly run high

Inside the house:
- Furnaces should be checked yearly
- **If a carbon monoxide detector alarms, get everyone out of the house immediately** — this may mean a serious problem with the furnace or appliances
- Whenever you notice drafts around windows or doors
- Whenever the house smells moldy or musty

Checking Building Structure and Safety

1. Cracks in porches, sidewalks, chimneys, foundations, or around windows occur when a building settles. Cracks in sidewalks and foundations can also mean that tree roots have grown too large. Cracks let moisture, insects, and rodents (mice, rats, squirrels, raccoons) into the house. Large tree roots may break through water lines and sewer pipes. They can also stop rain or melting snow from draining away from the house. Find the cause of cracks and fix them while they are still small.

2. Roofs and gutters should have no breaks or holes. Downspouts from gutters should go from the roof to the ground and drain away from the house foundation. Gutters should be cleaned in spring and fall.

3. Ground Fault Circuit Interrupters (GFCI) go in electrical outlets near faucets and outside the house to stop shocks in case an appliance touches water. If a GFCI goes off regularly, check to see if there is a leak or standing water nearby.

4. Handrails and steps should be solid and able to support the weight of a very large person without bending or cracking.

5. If young children are in the house, windows should not be opened more than 4 inches from the bottom. Screens cannot prevent children from falling out windows.

When to Check

Yard/Outside the house:
- Spring and Fall
- Whenever you find standing water in the yard

Inside the house:
- If toilets don't flush well or you notice sewer gas smells inside the house
- f the circuit breaker trips often
- If there are signs of insects or rodents in the attic or inside the house
- If there are signs of water damage around walls, windows, or ceilings
- If young children or the elderly live with you, check that room lighting is good and there are no risks for falls (loose steps/railings, throw rugs, slippery surfaces)

Here are some recommendations specific to the work our program did on your house.

Our project

__XX__ Replaced windows

What you SHOULD do to maintain

_____ Every 2–3 weeks, wet clean the trims, window wells and sills, and floors as you have been shown.
_____ Check regularly for deteriorated paint or leaks.
_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.
_____ Check in the fall to see that storm windows fit tightly and "weep holes" are clear.
_____ Check for drafts around windows or breaks in the weather-stripping.

What you SHOULD NOT do:

_____ DON'T use heat guns, dry-sand or dry scrape lead- based paint.
_____ DON'T let children, pregnant women, or pets into the room while you do the repairs.

Our project

__XX__ Repaired and repainted areas where lead-based paint was found

What you SHOULD do to maintain

_____ Check regularly for deteriorated paint, cracks, holes, or signs of damage from impact.
_____ Repair small areas of damaged paint quickly.
_____ Follow the instructions on pp. 19–28 in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work* to prepare the surface and the instructions for clean-upon pp. 47–48.

What you SHOULD NOT do:

_____ DON'T dry plane, dry-sand or dry-scrape lead-based paint.
_____ DON'T let small areas of damage become big ones – bigger areas increase the risk that new lead dust hazards will occur.
_____ DON'T let children, pregnant women, or pets into the room while you do the repairs.

Our project

__XX__ Replaced porch steps, installed lattice and railings

What you SHOULD do to maintain

_____ Check regularly for deteriorated paint or signs of wear

_____ Make sure that lattice is intact and prevents access to soil under the porch that could contain lead

_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

What you SHOULD NOT do:

_____ DON'T dry plane, dry-sand or dry-scrape lead-based paint.

_____ DON'T do work on the outside of your home with the doors or windows open – if lead-based paint is accidentally disturbed, dust or paint chips might blow into your house.

_____ DON'T let children, pregnant women, or pets into the yard while you do the repairs.

Our project

__XX__ Replaced door casing/trim
_____ Replaced doors

What you SHOULD do to maintain

_____ Every 2–3 weeks, wet clean the trim and floor as you have been shown.
_____ Check regularly for deteriorated paint or signs that the door is rubbing against the frame
_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

What you SHOULD NOT do:

_____ DON'T dry plane, dry-sand or dry-scrape lead-based paint
_____ DON'T let the door continue to rub. Very fine dust can be a hazard.
_____ DON'T let children, pregnant women, or pets into the room while you do the repairs

Our project

__XX__ Replaced your roof
__XX__ Replaced gutters

What you SHOULD do to maintain

_____ Check roof and gutters during spring and fall for holes, leaks
_____ Make sure that downspouts drain away from the house.
_____ Check siding/soffets for signs of moss or mold (this is a sign of small leaks)
_____ Clean gutters in spring and fall
_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

What you SHOULD NOT do:

_____ DON'T repair roofs on your own - professionals know how to do this safely and to be sure that the work doesn't cause more moisture problems.
_____ DON'T let paint chips stay on the ground after the work is done
_____ DON'T let children, pregnant .women, or pets into the yard while repairs to the roof or gutters take place.

Our project

__XX__ Did yard treatments to cover areas of bare soil

Good soil maintenance practices

_____ Check the yard at the edge of the house and children's play areas regularly for paint chips.

_____ Use gloves to pick up the chips and throw them out in a thick garbage bag twisted at the top and sealed with duck tape.

_____ Make sure that downspouts drain away from the house and do not cause patches of bare soil.

_____ Prevent bare soil in children's play areas with a thick 6" layer of mulch or thick planting of grass

_____ When doing yard work, wear gloves and wash face and hands before eating or drinking. Take off shoes when you enter the house.

_____ Keep floor mats outside and inside the front and rear entrances into your house. Clean them monthly, following the steps in the attached handout.

Our project

__XX__ Replaced floors

What you SHOULD do to maintain

_____ Check regularly for cracking, damage, or areas where the floor material is lifting up because of water damage.

_____ Clean floors every 2-3 weeks as you were trained to do.

_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

What you SHOULD NOT do:

_____ DON'T let children, pregnant women. or pets into room while the floors are being cleaned.

_____ DON'T throw waste water into the yard — if any lead dust was in the water, if will go into the soil.
Dispose of waste water in the toilet.

Our project

__XX__ Replaced siding

What you SHOULD do to maintain

_____ Check siding during spring and fall for holes, leaks

_____ Make sure that downspouts drain away from the house.

_____ Check siding/soffets for signs of moss or mold (this is a sign of small leaks)

_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

What you SHOULD NOT do:

_____ DON'T repair siding on your own – professionals know how to do this safely and to be sure that the work doesn't cause moisture problems.

_____ DON'T let paint chips stay on the ground after the work is done

_____ DON'T let children, pregnant .women, or pets into the yard while repairs to the siding take place.

Our project

__XX__ Installed handrails
_____ Enclosed stair tread

What you SHOULD do to maintain

_____ Every 2–3 weeks, wet clean the stairs, railings and floor as you have been shown.
_____ Check regularly for deteriorated paint.
_____ If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

What you SHOULD NOT do:

_____ DON'T dry plane, dry-sand or dry-scrape lead-based paint
_____ DON'T let the stairs get worn. Very fine dust can be a hazard.
_____ DON'T let children, pregnant women, or pets into the room while you do the repairs

Appendix 6–9
What Family Child Care Should Know About Lead

The Home-Based Child Care Lead Safety Program

January 2005

What Family Child Care Should Know About Lead

Inside this booklet:

Lead and Health	2-3
Special Concerns to FCC &	4
Lead Hazard: Don't let your	5
Lead Safe Work Practices	6
Maintaining Lead Safety	7
Lead in Soil	8-10
Tools & Cleaning tips for a	11-14
Quality Learning Environment	15
Nutrition	16
Help out & Spread the word	17

Lead facts:

- Lead is a heavy metal that causes developmental and health problems
- Lead was added to paints, solder, pottery glazes, cookware, and gasoline for many years
- Many occupations and hobbies still use lead
- Lead was banned for use in residential paint in the 1970s and gasoline in the 1980s.

Lead is found in:

- Interior and exterior paint on houses built before 1978
- Soil near high traffic areas or around older houses
- Drinking water where lead solder was used in the pipes or water fountains
- Antique glazed pottery, leaded crystal
- Glazed pottery, utensils and folk medicines from outside the U.S.
- Dust from construction/ remodeling that disturbs lead-based paint

What you can do to protect the Children you serve

Learn more inside…..

Lead and Health

Children get lead poisoned when they…..

- Put hands or objects covered in lead dust into their mouths
- Eat paint chips, soil, food or water that contains lead
- Breathe in lead dust
  - They are especially at risk during home renovation activities that make lead dust
- Are exposed to lead dust on clothes or vehicles from adult occupations or hobbies

Lead's effects on Children

- Damage to the brain and nervous system
  - Lowered IQ
  - Hearing problems
  - At high levels of exposure: seizures, coma, DEATH
- Slowed growth
- Poor appetite
- Behavior and learning problems
  - Poor impulse control
  - Distractibility
  - Learning disabilities

Lead's effects on Adults

- Difficulties in pregnancy
- Reproductive problems (men & women)
- High blood pressure
- Digestive problems
- Nerve damage (foot drop, seizures)
- Muscle and joint pain
- Memory problems

Lead Poisoning Defined

- U.S. Centers for Disease Control defines blood lead levels (BLL) over 10 mcg/dL as "of concern"
- Children with BLL over 15 mcg/dL must be followed closely by local health departments
    - Children must be tested regularly until their BLLs drop below 15 mcg/dL and stay there
    - Homes and other places where children spend time must be evaluated for lead hazards

Of special concern to Family Child Care…..

- Paints, toys, other products manufactured outside the U.S. can contain lead
- Recalled products may still be available at yard sales
- Lead-based paint may be on play equipment in public parks
    - Consumer Product Safety Commission (CPSC) documented lead-based paint in public play equipment in 11 of 16 cities studied in 1996

Know what Lead– containing products have been recalled:

Recent Consumer Product Safety Commission product recalls

2004

July: Metal toy jewelry sold in vending machines, manufactured by A&G Global Industries, Brand Imports, Cardinal Distributing Co., and L.M. Becker & Co.

May: "Old Century Dread Pirate" coffee table game, manufactured by Front Porch Classics

March: Children's rings sold in vending machines, manufactured by Brand Imports

2003

Colored sidewalk chalk manufactured by Agglo Corp., sold at Toys "R" Us and Target

Toy necklaces manufactured by L.M. Becker, sold in vending machines

2001

Educational games from Lakeshore Learning Materials ("Concept Classification Activity Kit" and "Opposites Take-Home Pack")

1997

Children's umbrellas from Gymboree

1994

Crayons imported from China

For more information: www.cpsc.gov

How can FCC fight lead poisoning?

What you can do in your Home and Family Child Care

- Keep lead-based paint in good repair
- Clean to keep lead dust low
- Cover bare soil around your house
- Know where the toys/child care products you use are made
- Provide a quality learning environment
- Provide nutritious food

Know what is a lead "Hazard"

- Lead-based paint that is intact (not peeling, chipping, flaking) is not a hazard
- Deteriorated paint is a hazard
- Paint is most likely to deteriorate on surfaces:
  - Subject to rubbing or impact (doors, windows, trim, stairs, floors)
  - Where moisture collects (walls, floors, or ceilings damaged by leaks)
  - Where children can reach and chew (trim, window sills, railings, stair edges)
- Lead dust is too fine to see. All family child care homes built before 1978 should have a professional lead risk assessment or lead paint inspection.

Don't let your house look like this!!

Where to go for more Information

- HUD's *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work* describes these practices in detail (on www.hud.gov/offices/lead)
- The training for Lead Safe Work Practices is down-loadable from the HUD website: (http://www.hud.gov/offices/lead/training)
- Lists of contractors, risk assessors, and inspectors can be found at: www.leadlisting.org

Some important Lead Safe Work-Practices

- Paid professionals/contractors should give you the pamphlet *Protect Your Family From Lead in Your Home* before they start renovation.
- No matter who does the work, your possessions should be out of the work area or covered in plastic before work starts
- Children, pregnant women, and pets should be out of the work area until work is done and clean up is over
- These practices **should be used** whenever you work with lead-based paint
  - Contain the work area to prevent the spread of lead dust to other rooms
  - Work wet (mist paint before disturbing)
  - Work clean (clean up dust as it is made)
  - Special cleaning after work is done
  - Dispose of all construction waste properly
- These practices are prohibited when dealing with lead-based paint:
  - Power sanding
  - Dry scraping
  - Open flame burning
  - Power washing when the waste cannot be contained
  - High temperature heat guns

www.hud.gov/offices/lead

Know what you can do to maintain your home and yard

- Prevent lead-based paint hazards by fixing small problems early
- Identify leaks and fix them
- Follow the Lead Safe Work Practices listed in the *Lead Paint Safety Field Guide*
- Cover soil that contains lead

Watch out for lead in Soil

- Lead fumes from leaded gasoline can settle on soil, and remain there permanently
- Lead paint chips from flaking lead-based paint can grind into powder and mix with soil
- Lead dust can be tracked inside on shoes
- Children play in lead-contaminated soil, get it on their hands, then into their mouths

Where is Soil Containing Lead Found?

- Next to the house (if lead based paint was used on the outside any areas of bare soil)
- High use areas (paths, play areas, cooking areas)
- Underneath painted porches
- Where downspouts don't drain properly

Cover Bare Soil

Cover Bare Soil with:

- Flowers
- Shrubs
- Grass
- Gravel, wood chips or mulch (cover the bare soil with weed barriers cloth before adding at least six inches of mulch, etc.)
- Permanent covers like concrete

What else can be done?

- Keep children from playing in bare soil
- Move children's play areas away from bare soil
- Make sure gutters empty water away from the house

Before

After

Work safely around lead in Soil

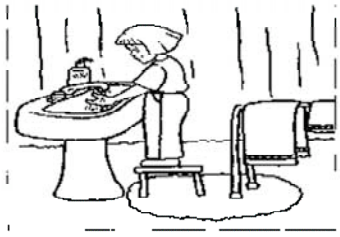
- Always wear gloves.
- Always wear easy-to-take-off clothes and shoes.
- Wet the soil to keep dust levels low
- Do not eat, drink, or smoke while working.
- Wash yard tools after every use.
- Wash your hands and face after you finish yard work.
- Take your shoes off at the door.
- Change your clothes and wash them separately

Use doormats at your doors

Where:

- Outside of the front and back entries to the house.
- Just inside of those entries
- At the entrance to any apartment
- Clean mats thoroughly once a month

Wash Children's toys and hands often



Lead dust needs special cleaning

- Lead dust is so fine you can't see it
- Regular household cleaning (dry sweeping, dusting with a dry rag) can spread lead dust
- The solution is to work wet
- Clean weekly
- If you can afford it, use a HEPA vacuum. High Efficiency Particulate Air (HEPA) vacuums remove very fine particles, including lead dust

How to clean

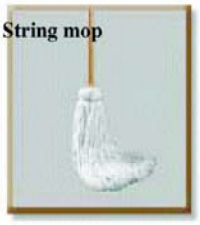
- Wear easy-to-take-off clothes and shoes.
- Always Clean Top-to-Bottom:
  - Windows, then
  - Window frames
  - Window sills
  - Other surfaces
  - Always clean floors last

What to clean

- Look for paint dust and paint chips on:
  - Window frames
  - Window sills
  - Floors
  - In children's play areas
  - Trim around doors, windows, and baseboards
  - Table tops
  - Kitchen-counter tops
  - Door frames
  - Places near chipping paint

Gather all cleaning tools needed

Vacuum



sponge mop

Paper towels/rag and Gloves

Start by vacuuming

Vacuum:

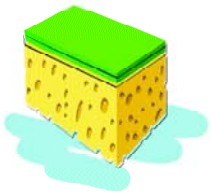
- Ceilings
- Walls
- Trims
- Other surfaces

Next, clean windows

- Pick up all paint chips with wet disposable cloths/ paper towels
- Fill one spray bottle with detergent solution and the other with clean water
- Mist window pane with detergent solution
- Scrub windows with cloth. Throw used cloth into heavy duty trash bag
- Mist the window with clean water
- Wipe window off with clean cloth. Throw used clothes into trash bag
- Follow same steps first for sills, then for trim

Then, clean other surfaces

- Mist other surfaces with soapy water
- Scrub surfaces, toss used cloth into heavy duty trash bag
- Mist surfaces with clean water
- Wipe with a clean cloth, throw used cloth into trash bag



Clean floors last

- You will need: mop heads, bucket/s and detergent solution
- Place wash water in one bucket. Use a second bucket water for dirty water, use a third bucket for clean rinse water (or, use two-sided bucket)
- Soak mop in water with detergent
- Scrub the floor with the mop
- Squeeze the mop into empty bucket, then soak in rinse water. Go over same area again, squeezing dirty water into empty bucket.
- After all the area is cleaned, change dirty mop head
- Repeat steps using clean rinse water
- Change rinse water often.
- Mop small areas at a time

- Always empty rinse water in the toilet
- Remove and wash work clothes separate from other laundry when finished
- Wash hands
- Check your work. Look for remaining:
  - Paint chips
  - Dust
  - Peeling paint
- Pay attention to children's play areas

Throw away waste properly

- Throw away all dirty cloths or towels
- Place waste in heavy duty plastic bag, seal with duct tape
- Seal bag with duct tape to keep dust in

What else can you do:

Build a Quality Learning

- There is little research on the effects of early enrichment on lead-poisoned children
- BUT enrichment programs for other at-risk children show
  - IQ increases on order of 8 points
  - Lower rates of grade retention
  - Less need for special education

Enrichment in your FCC Program

- Provide a variety of activities to stimulate the child
- Enrichment is most effective when
  - The child begins the program at less than 36 months of age
  - The activity fosters both child development and parenting skills. Other programs to support parents include
    - Mothers groups
    - Play groups
    - Jamboree (gross motor activity)
    - YMCA programs

What you can do in your own program

- Include gross motor activities indoors and out
- Work on fine motor skills
- Support "reading readiness"
- Support organizational skills
- If an educational plan is established for a child, model the same practices when the child is in your care

Critical times where the effects of lead poisoning can be seen

- **First grade**: when children learn basic academic skills
- **Fourth grade**: when children use basic skills to learn new material
- **Sixth or seventh grade**: when children need higher order planning & organizational skills

Nutrition

- The food you provide helps fight the effects of lead poisoning
- USDA Food Pyramid recommendations are appropriate for lead-poisoned children who are not iron-deficient.
- No need for special diets for kids with lead poisoning

Good nutrition is part of quality child care

- Offer healthy snacks
- Involve the children in food planning and food preparation
- Help older children learn to read food labels
- Help children learn to make nutrient-rich choices
  - Trail mix (if age-appropriate) not potato chips
  - Whole wheat bread not white bread
  - Whole fruit not fruit juices

What more you can do to help Parents

- Educate parents to have children tested for lead at ages 1, 2 and start of school
- Educate parents to have their houses tested for lead
- Serve as a role model for cleaning and maintenance

More sure Families know

- Children with elevated blood lead levels should be followed by doctors for developmental progress even after lead levels drop
- There are critical transition points in elementary school
- Parents need to watch for learning problems at those times and seek school support

Be a resource for Parents and Other Child Care Providers

- Spread the messages about lead safety you learned through our program
- Share them with:
  - Parents of children who enter your Program
  - Your friends and neighbors
  - Other child care providers

The Program

The Home-Based Child Care Lead Safety Program was intended to create a healthy and safe environment for children, and minimize the risks of unintentional injury and lead poisoning, while improving energy efficiency and indoor air quality.

Project implementation goals and methods included:

- Improvements to the quality of home-based child care, and thus to the health and well-being of more than 150 children, through the control of lead and safety hazards in 25 family child care homes in the model demonstration program in Rochester and Syracuse, NY
- Education for providers and parents on the causes and effects of lead poisoning and daily maintenance techniques to reduce lead and other environmental hazards
- Fostering the connection between home-based child care providers and existing community-based housing organizations with home repair assistance programs; partnering of housing agencies with child care resources and referral agencies for provider outreach and technical support.
- Reducing the start up costs for replication in other locales.

Program activities:

- A relocation strategy that preserves the provider's business during construction
- Leveraging public and private funds to impose the lowest cost burden on those who can least afford repairs
- Leveraging funds to cultivate and strengthen the local agency partnerships necessary to implement the project
- Model documents and practices that integrate lead hazard control, reduction of other environmental hazards, compliance with housing code and child care regulations, and energy efficiency and for national replication
- A national partnership to support the replication.

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Home Based Child Care Lead Safety Program is a joint endeavor between the National Center for Healthy Housing (NCHH), The Enterprise Foundation (Enterprise), and four community-based organizations: The Rochester Children's Nursery/Family Child Care Satellite Network of Greater Rochester, Child Care Solutions, Home HeadQuarters, Inc., Neighborhood Housing Services of Rochester, Inc.

Information for you

US Department of Housing & Urban Development (HUD) Office of Healthy Housing and Lead Hazard Control

www.hud.gov/offices/lead

HUD EPA lead safe work practice training

www.hud.gov/offices/lead/training

Consumer Product Safety Commission

www.cpsc.gov

Us Dept of Agriculture Food Pyramid

www.nal.usda.gov/fnic/Fpyr/pyramid.html

US Environmental Protection Agency

www.epa.gov/lead

WE'RE ON THE WEB!!!
HTTP://WWW.CENTERFORHEALTHYHOUSING.ORG/

THE ENTERPRISE FOUNDATION
WWW.ENTERPRISEFOUNDATION.ORG/RESOURCES/CCL/INDEX.ASP

TOGETHER…..

WE CAN END CHILDHOOD LEAD POISONING BY 2010

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