

HOME REPAIR PROGRAM GUIDE

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## SUMMARY

This Program Guide provides the policies and standards for the management and operation of the Township's Handy Helper Home Repair Program. The intent of this Guide is to provide a consistent and equitable Home Repair Program for the Township and its residents. Department of Community Development staff and all awarded contractors, and their subcontractors, shall implement the Handy Helper Home Repair Program in accordance with these Guidelines, as well as Federal, State and local laws, rules, regulations and codes.

## BACKGROUND & PURPOSE

The Township of Cherry Hill receives an annual, direct allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), as an Entitlement Community. The CDBG program funds activities that meet at least one of three objectives:

- (1) Benefits low- and moderate-income (LMI) persons;
- (2) Aids in the prevention or elimination of slums or blight;
- (3) Addresses an urgent need posed by a serious and immediate threat.

The Township is pleased to offer a Handy Helper Home Repair program as one of its selected CDBG funded housing activities. The Handy Helper Home Repair program assists qualified low- and moderate-income senior citizens (62 and older) and disabled residents with minor home repairs to owner-occupied dwellings. The Program provides essential repairs to improve health, safety, accessibility, and energy efficiency in the home. Each approved applicant may qualify for up to \$2,000 in repairs to the owner-occupied residence (\$2,500 under special circumstances), which is provided in the form of a grant.

## PROGRAM FUNDING

The Handy Helper Home Repair Program funding is dependent upon receiving funding from HUD and the Township Council's decision to allocate funding to the Program. The Handy Helper Program may be suspended when or if:

- The Township has obligated/spent the available annual allotment of Handy Helper Home Repair Program funds; and/or
- The Township does not receive all or part of the CDBG funding from HUD.

## APPLICATION REQUIREMENTS

A copy of the Application can be found at the end of this Program Guide and is available through the Department of Community Development. Applications must be completed in full. If an application is deemed incomplete, the Program Administrator will contact the applicant to obtain any missing documentation. Incomplete applications cannot be placed on the Waiting List. The following documents (copies only please) are required to be returned with the application. Once the application is complete, verified, and deemed eligible, the applicant will be placed on the Waiting List, which is serviced on a "first come, first serve basis."

Sig	ned Documents:
	Completed Application, including Certification.
Pro	oof of Property Ownership and Residency:
	Copy of Driver's License or other Photo ID; <b>and</b> Copy of a utility bill (gas or electric, not water); <b>and</b> Proof of flood insurance, if applicable; <b>and</b> Proof that home's property taxes are paid and current.
Pro	oof of Income – All Household Members 18 Years Old or Older:
	Copy of the past year's Federal Income Tax Return for each member of the
	household; <b>and</b> Copies of two most current Bank Statements for each member of the household; <b>and</b>
	If applicable, a copy of two (2) most recent (consecutive) pay stubs for each household member; <b>and</b>
	If you receive Social Security, attach the Social Security Benefits Adjustment Letter(s) for the current year and Copy of Most Recent Supplemental Security Income Benefit Statement (SSI), if applicable; <b>and</b>
	If you receive a pension or any retirement savings distributions (i.e. IRA, 401 (k), 403(b), 457(b)), include your 1099R or most recent statement showing total year to date disbursements; <b>and</b>
	If you received any other regular payments (unemployment, child support, alimony, interest earnings, royalties, rental income, etc.), attach verification of your most current receipt. This documentation may be in the form of a government statement, official letter, separation agreement, lease, or court order.

Additional items may be requested by the Program Administrator throughout the application process to ensure meeting purpose and intent of program.

## APPLICANT ELIGIBILITY

## General eligibility requirements:

1. The total annual gross (pre-tax) household income cannot exceed 80% of the Area Median Income (AMI), as established and provided annually by HUD. Specifically, the applicant's total household annual gross income may not exceed 80% of the Philadelphia-Camden-Wilmington, PA-NJ-DE-MD Metropolitan Statistical Area (MSA) Median Area Income. New household income thresholds are provided by HUD annually. Below are the current (2023) Low- to Moderate-Income (LMI) limits:

FY 2023	Median Family Income	FY 2023 Income Limit	Persons in Family						
Income Limit Area	Click for More Detail	Category	1	2	3	4	5	6	7
Philadelphia- Camden- Wilmington, PA-NJ-DE- MD MSA		Very Low (50%) Income Limits (\$) Click for More Detail	39,100	44,650	50,250	55,800	60,300	64,750	69,200
	\$114,400	Extremely Low Income Limits (\$)*  Click for More Detail	23,450	26,800	30,150	33,500	36,200	40,280	45,420
		Low (80%) Income Limits (\$) Click for More Detail	62,500	71,400	80,350	89,250	96,400	103,550	110,700

## PROPERTY ELIGIBILITY

The Township's Handy Helper Home Repair Program shall only be applied to properties that meet the following conditions:

- 1. The property must be located within the municipal boundaries of Cherry Hill Township.
- 2. The property must be owner-occupied.
- 3. The property must be a single-family dwelling unit.
- 4. The homeowner must have a clear title to the real property (with the exception of mobile homes detailed below).
- 5. If the structure is a mobile home (i.e., modular home) on a rented permanent foundation, the applicant must have a clear title to the home. If the applicant owns the land where the mobile home is located, they must have a clear title to the land.

- 6. All property taxes must be paid in full and current.
- 7. If the property is located within a 100- year floodplain, proof of flood insurance is required.
- 8. You must be current on your mortgage payments or have paid off your mortgage.
- 9. The property must not be for sale or in the foreclosure process.
- 10. Workers must be able to safely access all areas of the home; the home must be clear of clutter and debris, including bugs, pests, rodents, and waste.
- 11. The property must satisfy the required Environmental Review process, in accordance with 24 CFR Part 58 of the Federal regulations. The program administrator must review and complete the prescribed checklist. For maintenance activities, there is an evaluation of airport clear zones, coastal barrier resources, and flood insurance. For rehabilitation activities, the Administrator evaluates floodplains, wetlands, historical preservation, hazardous and toxic chemicals, noise, etc. If environmental concerns are revealed, correction measures may be considered if achievable under the program's funding limits. If extraordinary circumstances exist that require an Environmental Assessment or Environmental impact Statement, the work shall be deemed ineligible.

NOTE: The Environmental Review process must be complete and documented in the Environmental Review Record <u>before</u> any Township commitment to the Applicant and before any spending can occur on the home repair project.

## ELIGIBLE EXPENSES & REPAIR GUIDELINES

The total cost of the home repairs may not exceed \$2,000 (\$2,500 in certain circumstances), not including project delivery costs incurred by the administration of the CDBG funds. For a repair to be eligible, it must meet at least one of the following classifications:

- 1. Health and safety improvements, to bring from substandard to standard condition, to meet basic HUD housing quality standards or local code;
- 2. Accessibility improvements to accommodate the elderly and disabled persons;
- 3. Energy efficiency and other conservancy related improvements to address long-term sustainability and affordability;
- 4. Repairs and general property improvements of a non-luxury or non-cosmetic nature;

CDBG funds shall be used to first address building code deficiencies, and situations threatening the health and safety of residents, prior to addressing any other

rehabilitation work. All repairs are subject to program funding limits and approval of the Township's Department of Community Development.

Repair and improvement costs for the applicant(s) home are limited to the labor and materials used for the Handy Helper Home Repair Program. These materials shall conform to the specifications designed by the Township and bid specifications used to award annual contracts to the Contractor. All Projects shall be performed or provided in a professional, competent, diligent and workmanlike manner by qualified personnel. If the applicant does not approve of the materials to be used, the affected construction may be deleted in its entirety.

## INELIGIBLE EXPENSES

Ineligible activities and expenses include the following:

- 1. Reimbursement for an owner's personal labor or invoices from independently obtained contractors/laborers;
- 2. Repair, purchase, or installation of equipment, furnishings, or other personal property not an integral structural fixture, such as window air conditioner, washer or dryer. However, refrigerators and stoves are allowed;<sup>1</sup>
- 3. Materials, fixtures, and installations which are considered luxury in nature, including, but not limited to: barbecues, greenhouses, hot tubs/spas, Jacuzzis, kennels, murals, flower boxes, awnings, storage sheds, or workshops;
- 4. Any repairs or expenses which, in the determination of the Township, do not meet the intent of the Handy Helper Home Repair Program;
- 5. Any repairs or expenses related to continuing or promoting illegal use of the property; and
- 6. Refinancing existing debt.

## DENIAL OF AN APPLICATION

The project or the property may not be suitable for the Handy Helper Home Repair Program. The Township may deny an application for any of the following reasons:

- 1. Income or Property Eligibility requirement is not met;
- There are unsafe or hazardous working conditions, including, but not limited to: unsanitary and crowded conditions, vicious or uncontrolled animals, illegal activities on premises, unsafe roofs or entry ways, excessive code violations, severe structural problems, hostile environment, or any other worker safety related issues;

<sup>&</sup>lt;sup>1</sup> Guide to National Objectives & Eligible Activities for Entitlement Communities, Rehabilitation, p. 2-40.

- 3. The needed repair work exceeds the scope of the Handy Helper Home Repair Program either in cost, nature or size of project; and/or
- 4. The applicant is uncooperative in allowing reasonable access of the property, with appropriate notice, to the contractor/subcontractor(s).

If a previously approved application is denied, the Township will provide to the applicant a Denial Letter identifying the reason(s) for the denial. If the reason for the denial is corrected or eligibility thresholds are met in the future, the homeowner may reapply.

INTEREST LISTS AND WAITING LISTS

## **Interest List**

Residents who have not submitted a complete application but have expressed interest in the Handy Helper Home Repair Program to the Department of Community Development will have their name and contact information placed on the Interest List. Those on the Interest List will receive notification when the Program is active and funding is available so they may apply for the program. Individuals on this list should keep the Department of Community Development updated if their interest in the program changes.

## **Waiting List**

Upon receipt of a complete application, Township staff will review each application in order of submittal during the application period. Applications deemed eligible will be placed on the Waiting List. The Waiting List is only for approved, eligible applications. The Township and contractor will perform projects in numerical order from the Waiting List. Due to limited funding and other Federal regulations, being placed on the Waiting List does not guarantee the project will be completed. Repeat applicants may only be assisted after all new applicants on the waiting list have been served, subject to available funding.

Applicants are required to notify the Township if household income and/or ownership status changes. Due to Federal regulations, if you are on the Waiting List for more than 120 days, your income and application information must be reverified and re-documented.

Program Administration

## Verification and Eligibility Determination

The Handy Helper Home Repair Program Administrator is responsible for verifying

each application in its entirety, in accordance with guidelines established by the CDBG program. Household income and size must be verified before applicant eligibility can be established. Properties constructed prior to 1978 require Leadbased Paint information be given to all property owners. This notice shall be provided immediately upon applicant's applying for the Handy Helper Home Repair Program and will be included with the application.

All application information and documentation must be current prior to the beginning of work. If an approved application is delayed over One-Hundred and Twenty (120) days from approval, all information, including household income, must be re-verified and re-documented prior to the beginning of the rehabilitation.

When an applicant is approved or denied by the Program Administrator, the Township will send a letter notifying the applicant of their status.

## **Property Inspection**

Once the applicant is approved by the Handy Helper Home Repair Program Administrator, the Township's Housing Inspector will contact the applicant to arrange a visit to the property. The inspector will conduct the property inspection with the applicant including:

- 1. Interviewing the property owner to identify known problems;
- 2. Walking through the buildings and grounds of the property to identify repair needs; and
- 3. Preparing a work write-up detailing each needed repair.
- 4. Based on the scope of work proposed, the Program Administrator will go through the appropriate Environmental Review checklist to determine if project is eligible, and/or whether any mitigation measures are needed.

## **Preparation of Work Write-Up**

If eligible, the Housing Inspector will prepare a detailed work write-up addressing:

- 1. Health and safety repairs as required by Code;
- 2. Accessibility improvements;
- 3. Energy efficiency and conservancy improvements;
- 4. Other hazardous materials needing to be abated or removed; and/or
- 5. Other eligible repairs and general improvements.

The Housing Inspector will deliver to the Contractor and applicant a copy of the completed work write-up including notes, dates of inspection, persons interviewed, persons in attendance at walk-through and any special

circumstances. Once completed, the homeowner and the Housing Inspector must sign the Work Write-Up Authorization Form prior to commencing with the minor repairs, which shall be completed by the Township's awarded contractor. Any and all costs must be approved by the Township's Housing Inspector prior to beginning of any home repair.

## Commencing with Minor Repairs and Close-Out Procedures

The Contractor shall conduct the requested repairs within 30 days of receipt of a work-authorization, unless otherwise noted in writing. Any and all change orders require approval first from the Program Administrator. Once the Contractor has completed the work authorized in the approved work write up, the Contractor shall contact the Housing Inspector to conduct a final inspection of the work performed. Should the final inspection be deemed satisfactory, the Housing Inspector shall sign off on the final work write- up. Any concerns or complaints regarding workmanship shall be made to the contractor as soon as possible.

Within thirty (30) days of the Housing Inspector providing final approvals on the minor repair, the Contractor shall supply (1) a signed Purchase Order and (2) a detailed Invoice for the completed Scope of Work to the Department of Community Development. Once the invoice is processed for payment, the Program Administrator shall place these items in the applicant's case file, as well as any other pertinent documentation.

Any complaints from the property owner regarding the workmanship shall be made to the Program Administrator as soon as possible, but no later than 30 days of the completed work.

## AFFIRMATIVE MARKETING PROCEDURES

From time-to-time the Township will develop and publish information about the Handy Helper Home Repair Program's eligibility criteria and application opportunities, such as:

- 1. The Township's website;
- 2. The Township's quarterly Community Magazine;
- 3. The Township's social media platforms:
- 4. Inclusion in area resource directories (both in print and online);
- 5. Presentations at public meetings and events;
- 6. Briefing and providing contact materials for non-profit organizations; and
- 7. Presentations at service provider meetings.

## CONFIDENTIALITY AND AUTHORIZATION

The Department of Community Development shall treat all application information as confidential and, unless required by law, no personal information shall be provided to anyone who is not directly involved in the efforts to administer funding, repair or improve the property.

The application authorizes the Township to discuss and research, as necessary, information related to the personal circumstances in an attempt to repair or improve the property. This may include obtaining: financial, employment, and information from other agencies or institutions. The application serves as written consent giving the Township permission to verify personal information, as deemed necessary, to expedite the repairs and/or improvements to the applicant's property.

## EQUAL OPPORTUNITY

No person shall be excluded from participation in or be denied the benefits of the Handy Helper Home Repair Program due to illegal discrimination. Program participants are selected on a first-come, first-served basis as described in this Guide. First time applicants are served before repeat clients.

## SPECIAL ACCOMMODATIONS

If requested, the Township will arrange for interpreters to help non-English speaking applicants understand the Handy Helper Home Repair Program Guide, Application, inspection process, work write-up, cost estimates and be available to answer any questions. Please allow seven (7) days advance notice to allow us to provide the necessary interpreters.

## LEAD-BASED PAINT

Properties constructed prior to 1978 require Lead-based Paint information be given to all property owners. This notice shall be provided immediately upon applicant's applying for the Handy Helper Home Repair Program and will be included with the application. Additionally, in accordance with 24 CFR §35.930 (Evaluation and Hazard Reduction Requirements), the following requirements must be met for properties that receive an average of up to and including \$5,000 per unit in federal rehabilitation assistance:

The contractor shall conduct paint testing or presume the presence of leadbased paint on the painted surfaces to be disturbed or replaced during rehabilitation activities. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required by the contractor. If lead paint is revealed during testing or the contractor presumes the presence of lead-based paint, safe work practices shall be implemented during rehabilitation work in accordance with §35.1350 and repair any paint that is disturbed. After completion of any rehabilitation disturbing painted surfaces, the contractor shall perform a clearance examination of the worksite(s) in accordance with § 35.1340. Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than that set forth in § 35.1350(d).

A portion of the scope of work and/or the entire work write up may be deemed ineligible if the repair and lead paint requirements would exceed the allowable costs maximums under the program. In that instance, the applicant shall be referred to the County's Single Family Housing Rehabilitation Program (Housing Improvement Program), administered by the Camden County Improvement Authority (CCIA), where it can be further addressed in accordance with the requirements of 24 CFR Part 35 and 40 CFR Part 745.

## UNIFORM RELOCATION ACT

Although no displacement is expected to occur, the Township's will minimize displacement of persons and assist any persons displaced. The specific type and levels of assistance the Township will make available to displaced persons will be in compliance with 24 CFR 42.3.

## CONTACTS & INFORMATION

## Handy Helper Home Repair Program

Agnes Cueto, Program Administrator Department of Community Development 820 Mercer Street, Room 202 Cherry Hill, New Jersey 08002 (856) 488-7870 ACueto@chnj.gov

## Program Information on Cherry Hill Township Website:

https://www.chnj.gov/1036/Handy-Helper-Program

## **Additional Department Contacts:**

Mara Wuebker, PP/AICP, Community Development Deputy Director, (856) 488-7870 <a href="mailto:mwuebker@chnj.gov">mwuebker@chnj.gov</a>

Cosmas Diamantis, Esq., Community Development Director (856) 488-7870 <a href="mailto:cdiamantis@chnj.gov">cdiamantis@chnj.gov</a>

## Camden County Home Improvement Program (HIP)

(856) 751-2242

https://www.camdencounty.com/service/improvement-authority/home-improvement-program/

## **ATTACHMENTS**

- 1. Application & Submission Checklist
- 2. Noise Notice
- 3. Lead Paint Notice
- 4. Tier 2 Environmental Review Form
- 5. Work Authorization Form
- 6. Work Change Order Request Form
- 7. Handy Helper Home Repair Program Administrator Checklist





# HANDY HELPER HOME REPAIR PROGRAM

## **Dear Applicant:**

Thank you for your interest in applying to Cherry Hill's Handy Helper Home Repair program. This program assists income-eligible senior (62 years and older) and disabled residents with minor home repairs to improve the health, safety, accessibility and energy efficiency in the home.

In order to be eligible for the program, the home shall be owner-occupied and your household must meet the following income eligibility requirements. Repeat applicants may only be assisted after all new applicants on the waiting list have been served, subject to available funding.

Number of Persons in	Annual Gross
Household	Income Limit
1	\$62,500
2	\$71,400
3	\$80,350
4	\$89,250

Please complete the attached checklist and application package. If you have any questions, please contact me at (856) 488-7870 or via email at acueto@chni.gov.

Sincerely,

Agnes Cueto, Program Administrator

Encl.



## Community Development Handy Helper Home Repair Program Application Checklist

## **SUBMISSION CHECKLIST**

Please Complete the Checklist below, by marking each item with an X or √ and attach any required documents. If a Checklist item is not applicable, please write 'N/A.'

	Completed	Application (see attached)
	Proof of Pro	pperty Ownership and Current Residence
	Income Ver	Copy of Photo ID Copy of Utility Bill (gas or electric, not water) Copy of proof of flood insurance (if located in flood zone)  ification Documents
		Copy of Last two Consecutive Pay Stubs for each household member, if applicable
		Copy of Most Recent Income Tax Return for each household member
		Copy of Most Recent Social Security Benefit Statement Form (SSA-1099) for each household member, if applicable
		Copy of Most Recent Supplemental Security Income (SSI) Benefit Statement for each household member, if applicable
		Copy of Most Recent 1099-R Form showing Retirement Savings Distributions (IRA, 401k, 403(b), 457(b)) for each household member, if applicable
,		Copy of Most Recent 1099-DIV Form showing Dividends and Distributions (typically from investments) for each household member, if applicable
		Copy of Most Recent Receipts for any other regular payments (unemployment (1099-G), child support, alimony, interest (1099-INT) earnings, royalties, rental income, etc.)

Additional items may be requested by the Handy Helper Program Administrator





## **Department of**

## Community Development

# HANDY HELPER HOME REPAIR PROGRAM APPLICATION

	CLIENT ID #
A. APPLICANT INFORMATION	(to be filled in by Program Admin.)
Name:	Date:
Address:	
Phone: Email Address:	Date of Birth:
Demographic Characteristics. Please check all that apply.	
Race: White/Caucasian Black/African American	☐ Asian ☐ Other
Ethnicity:	Over 62 Disabled
B. ANNUAL HOUSEHOLD INCOME. Please conhousehold and attach relevant documents requested in	•

ANNUAL HOUSEHOLD GROSS INCOME					
Household Member(s)	Wages/ Salaries	Benefits/ Pensions	Public Assistance	Other Income:	
Totals					

# Department of Community Development



## C. WORK DESCRIPTION

Please briefly describe the minor home repairs that you would like to address with this application. The maximum value of the work to be completed is \$2,000 per residence. Please note that all requested work may not be performed.

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



## D. APPLICANT CERTIFICATION

I certify the following:

- 1. The information provided in this application, including all sources of income of the members of my household, is true and accurate. The subject property is not for sale and is not in the foreclosure process.
- 2. I understand that Cherry Hill Township does not perform the home repairs and is not responsible for any work to my residence. The Township's selected contractor performs the home repairs and is directly responsible for the work conducted. Any complaints regarding the workmanship shall be made to the Handy Helper Program Administrator as soon as possible, but no later than 30 days of the completed work.

X	
Applicant	
DATE:	
FOR OFFICE USE ONLY	
Applicant is the owner of record on tax records or deed?	
Local property taxes are up-to- date?   Yes   No	
I have reviewed the applicant's household income and find that the Applicant's household is deemed:	
Eligible Not Eligible	
Program Administrator	
DATE:	

## WHAT IS BEING DONE ABOUT

# EQUAL HOUSING

## **NOISE**

Everyone has experienced the roar of a car or motorcycle traveling past your home or the rumble of a train as it passes by. These common, everyday occurrences generate noise. Noise is an often-overlooked part of your environment.

Noise may cause interference in your daily lives. It may interrupt your conversation or your sleep. The noise may reach a point where it becomes an annoyance. At its worst, noise can be harmful to your hearing.

The Federal government has taken steps to protect your health and welfare in regards to noise. HUD environmental regulations require, in federally-financed housing rehabilitation projects, measures to be taken to reduce noise to an acceptable level.

HUD's suggested measures to minimize noise take a common-sense approach to the problem. The noise reduction steps attempt to design or modify structures in order to lessen interior noise. Some of these measures may be taken only when the rehabilitation project specifications call for it. You may take other steps on your own. You should check with the Community Development Specialist responsible for the project to determine what measures, if any, will be taken.

\_\_\_\_\_

Measures that may be taken if they are a part of the project:

Measures that you may take on your own:

- · Double-Pane Windows
- Weatherstripping on Windows and Doors
- Construct Ceilings and Floors with Dense Materials
- Construct Walls and Sound Transmission Class (STC) Materials to Rated Noise
- · Use Heavy Drapes
- Provide Air Conditioning
- Close Windows and Doors When Possible

I have received a copy of the Noise Notice and/or I have received a copy of Lead Paint Hazards Pamphlet

NOISE NOTICE:	LEAD PAINT:	
Print Full Name	Print Full Name	
Signature	 Signature	
 Date	 Date:	







# Protect Your Family From Lead in Your Home



United States Environmental Protection Agency



United States Consumer Product Safety Commission



United States Department of Housing and Urban Development

# Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

### Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

# Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or leadbased paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

# If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

 Read EPA's pamphlet, The Lead-Safe Certified Guide to Renovate Right, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



# Simple Steps to Protect Your Family from Lead Hazards

## If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or stateapproved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

## **Lead Gets into the Body in Many Ways**

## Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

## Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



# Women of childbearing age should know that lead is dangerous to a developing fetus.

• Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

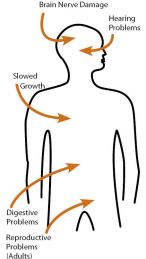
## **Health Effects of Lead**

**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

## In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage

While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.



Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

## In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- · Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

## **Check Your Family for Lead**

# Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

## Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

Many homes, including private, federally assisted, federally owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

## Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

<sup>&</sup>lt;sup>1</sup> "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

<sup>&</sup>lt;sup>2</sup> "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

# Identifying Lead-Based Paint and Lead-Based Paint Hazards

**Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint)** is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot (µg/ft²) and higher for floors, including carpeted floors
- 250 µg/ft² and higher for interior window sills

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

## **Checking Your Home for Lead**

You can get your home tested for lead in several different ways:

- A lead-based paint inspection tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - · Lab tests of paint samples
- A risk assessment tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sampling bare soil in the yard
  - · Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## **Checking Your Home for Lead, continued**

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD** (5323) for a list of contacts in your area.<sup>3</sup>

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<sup>&</sup>lt;sup>3</sup> Hearing-or speech challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.

## **What You Can Do Now to Protect Your Family**

# If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

## **Reducing Lead Hazards**

# Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

 In addition to day-to-day cleaning and good nutrition, you can temporarily reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover leadcontaminated soil. These actions are not permanent solutions and will need ongoing attention.



- You can minimize exposure to lead when renovating, repairing, or painting, by hiring an EPA- or statecertified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

# Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

## **Reducing Lead Hazards, continued**

**If your home has had lead abatement work done** or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot (µg/ft²) for floors, including carpeted floors
- 250 μg/ft<sup>2</sup> for interior windows sills
- 400 μg/ft² for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

# Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, The Lead-Safe Certified Guide to Renovate Right



# RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- Avoid renovation methods that generate large amounts of lead-contaminated dust. Some methods generate so much leadcontaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
  - Using a heat gun at temperatures greater than 1100°F
- Clean up thoroughly. The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

## **Other Sources of Lead**

# While paint, dust, and soil are the most common sources of lead, other lead sources also exist:

- Drinking water. Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:
  - Use only cold water for drinking and cooking.
  - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

Call your local health department or water supplier to find out about testing your water, or visit epa.gov/lead for EPA's lead in drinking water information.

- Lead smelters or other industries that release lead into the air.
- Your job. If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- Hobbies that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old toys and furniture may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.<sup>4</sup>
- Food and liquids cooked or stored in lead crystal or lead-glazed pottery or porcelain may contain lead.
- Folk remedies, such as "greta" and "azarcon," used to treat an upset stomach.

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<sup>&</sup>lt;sup>4</sup> In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

## For More Information

## **The National Lead Information Center**

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD** (5323).

## **EPA's Safe Drinking Water Hotline**

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/lead for information about lead in drinking water.

## **Consumer Product Safety Commission (CPSC) Hotline**

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

## **State and Local Health and Environmental Agencies**

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339.

## U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact U.S. EPA Region 1 Suite 1100 (CPT) One Congress Street Boston, MA 02114-2023 (617) 918-1524

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact U.S. EPA Region 2 2890 Woodbridge Avenue Building 205, Mail Stop 225 Edison, NJ 08837-3679 (732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact U.S. EPA Region 3 1650 Arch Street Philadelphia, PA 19103 (215) 814-2088

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact U.S. EPA Region 4 AFC Tower, 12th Floor, Air, Pesticides & Toxics 61 Forsyth Street, SW Atlanta, GA 30303 (404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact U.S. EPA Region 5 (DT-8J) 77 West Jackson Boulevard Chicago, IL 60604-3666 (312) 886-7836 **Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact 1445 Ross Avenue, 12th Floor Dallas, TX 75202-2733 (214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact U.S. EPA Region 7 11201 Renner Blvd. WWPD/TOPE Lenexa, KS 66219 (800) 223-0425

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact U.S. EPA Region 8 1595 Wynkoop St. Denver, CO 80202 (303) 312-6966

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact U.S. EPA Region 9 (CMD-4-2) 75 Hawthorne Street San Francisco, CA 94105 (415) 947-4280

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact U.S. EPA Region 10 Solid Waste & Toxics Unit (WCM-128) 1200 Sixth Avenue, Suite 900 Seattle, WA 98101 (206) 553-1200

## **Consumer Product Safety Commission (CPSC)**

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

#### **CPSC**

4330 East West Highway Bethesda, MD 20814-4421 1-800-638-2772 cpsc.gov or saferproducts.gov

# U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule which protects families in pre-1978 assisted housing and the lead hazard control and research grant programs.

#### HUD

451 Seventh Street, SW, Room 8236 Washington, DC 20410-3000 (202) 402-7698 hud.gov/offices/lead/

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# **IMPORTANT!**

## Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children, babies, and fetuses even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards.
   Generally, lead-based paint that is in good condition is not a hazard (see page 10).

## TOWNSHIP OF CHERRY HILL Second Tier Environmental Review Form for Handy Helper Home Repair Program

Name of Owner:	
Address of Property	Block/Lot
Case File:	
Scope of Proposed Wo	rk (provide specific details) [24 CFR 58.32; 40 CFR 1508.25]:

## I. OVERVIEW OF FEDERAL LAWS AND REGULATIONS

The National Environmental Policy Act of 1969 (NEPA) requires federal agencies to review the effects of projects they carry out, approve, or fund before making decisions that could impact historic properties and the environment. Cherry Hill Township, as the grantee of CDBG funds from the U.S. Department of Housing and Urban Development (HUD), is considered the responsible entity who assumes the responsibility for completing an environmental review of all project activities prior to obligating CDBG funds.

HUD rules and regulations that govern the environmental review process can be found at 24 CFR Parts 50 and 58. Even though some activities are categorically excluded from NEPA requirements because they are highly unlikely to have any direct impact on the environment, the grantee (the Township) must nevertheless demonstrate compliance with the laws, authorities and Executive Orders, by conducting this environmental review. It must be completed prior to committing, obligating, or expending any funding on a project.

#### II. FIRST TIER ENVIRONMENTAL REVIEW

The Township has conducted a broad first tier review for the Owner Occupied Housing Rehabilitation and the Handy Helper Home Repair Programs, which have a term covering five years ending at the close of the 2024 program year. When specific sites for program activities are identified, a second tier review is conducted, as set forth below. This form is utilized for this purpose.

### III. SECOND TIER ENVIRONMENTAL REVIEW

The level of review is dependent on the type of project or activity. 'Maintenance' activities are considered categorically excluded and <u>not</u> subject to 24 CFR §58.5, while 'rehabilitation' activities are considered categorically excluded <u>subject to 24 CFR §58.5</u>. *See attached Notice CPD-16-02 and Table.* 

NOTE: This Environmental Review record shall be kept in the file for each client being assisted.

## IV. COMPLIANCE CRITERIA

## A. FOR MAINTENANCE PROJECTS (CENST §58.5)

<u>24 CFR §58.6:</u> 'Maintenance' activities require review of Flood Insurance, Coastal Barrier Resources, and Airport Hazards. Complete table below.

	Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formation compliance stormitigation required?	teps on	
	STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §5			
	Airport Runway Clear Zones and Accident Potential Zones	Yes No	None in the vicinity.	
	24 CFR Part 51 Subpart D  Coastal Barrier Resources  Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No	None in the vicinity.	
	Flood Insurance  Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No	Flood insurance not required for Handy Helper activity. HUD Guidance states flood insurance is not required for a federal project consisting of minor repairs if all aggregated repairs cost less than National Flood Insurance Program's maximum deductible of \$10,000. See: https://www.hudexchange.info/programs/env ironmental-review/flood-insurance/	
P	reparer Signature:		Date:	
N	Tame/Title/Organization:			
C	Comments			
_				

## B. FOR REHABILITATION PROJECTS (CEST §58.5)

<u>24 CFR §58.5</u>: 'Rehabilitation' activities require review of Flood Insurance, Coastal Barrier Resources, Airport Hazards, Air Quality, Coastal Zone Management, Endangered Species, Environmental Justice, Explosive & Flammable Facilities, Farmlands Protection, Floodplain Management, Historic Preservation, Noise Abatement & Control, Site Contamination, Sole Source Aquifers, Wetlands Protection, Wild and Scenic Rivers.

A.	<u>Floodplain</u>	
	1)	Is the property in a Floodplain? YES NO Tool to use:
		https://gis.chtownship.com/CH_PublicWorksWebMap2022/index.html
		If NO, proceed to B.
		<ul> <li>If YES, comply with the following, and proceed to A2:</li> <li>The rehabilitation must comply with State and local building code for development in the floodplain. For projects over \$10,000, the Township must document that the property owner obtains Flood Insurance, including <ul> <li>A copy of the flood insurance policy declaration or a paid receipt for the current annual insurance premium</li> <li>A copy of the application for flood insurance</li> </ul> </li> <li>Note: The amount of flood insurance coverage must be at least equal to the outstanding principal balance of the rehabilitation loan.</li> </ul>
	2)	Will the project involve alteration of a structure listed on the National Register of Historic Places or on a State Inventory of Historic Places?  YES NO
		Tool to use: <a href="https://www.nj.gov/dep/hpo/1identify/nrsr_lists.htm">https://www.nj.gov/dep/hpo/1identify/nrsr_lists.htm</a>
		If YES, the 8-Stage Floodplain Review Process is <u>not</u> required per 24 CFR Part 55.12 (b) (2). Proceed to B (Requires a separate Tier I review (notice & RROF/C) submission).
		If NO, proceed to A3.
	3)	Will the project involve improvements to the structure solely to comply with existing state or local health, sanitary or safety code specifications that are necessary to assure safe living conditions?  YES NO
		If YES, the 8-Stage Floodplain Review Process is <u>not</u> required per 24 CFR Part 55.12 (b) (2). Proceed to B (Requires a separate Tier I review (notice & RROF/C) submission). If NO, proceed to A4.

		or exceeds 50% of the market value of the structure before the improvement started.
В.	Wetlands 1)	Is the property in a Wetland?  YES NO  Tool to use:  https://gis.chtownship.com/CH_PublicWorksWebMap2022/index.html
		If NO, proceed to C. If YES, proceed to B2:
	2)	Does the proposed project increase the footprint of the building or involve ground disturbance?  YES NO
		If YES, Township must comply with E.O. 11990. Proceed to C, complete form, give to Environmental Review Technician and await further instructions. (Requires a separate Tier I review (notice & RROF/C) submission).
C.	Historic Pr	reservation
	1)	Was the structure built more than 50 years ago?  ☐ YES ☐ NO
		<u>Tools to use</u> : V:\TAX LIST 1-11-2022.xlsx as amended; SDL Tax Assessor's Module; or Field Cards in Tax Assessor's Office
		If NO, proceed to C2.  If YES, Review Programmatic Agreement on file between SHPO and Township to make sure complaint with terms of Agreement.
		If not Compliant with Programmatic Agreement, Request Section 106 Review: Send cover letter with a project description, photographs of the project site and the surrounding streetscape, a map clearly indicating the site location and a work write up for each project. Refer to 36 CFR 800.11 and letter of agreement from NJ SHPO. Send information to NJ SHPO certified mail, return receipt requested, and attach copies of correspondence and documentation sent to NJ SHPO, along with returned green card or e-mail response.
		Date information sent to NJSHPO:
		Date of response from NJSHPO:

The Cherry Hill Township Owner Occupied Housing Rehabilitation/Handy Helper Program will not make improvements to the structure whose cost equals

4)

	2)	Is the structure on the New Jersey List of Registers of Historic Sites and Places?  YES  NO
		Tool to use: https://www.nj.gov/dep/hpo/lidentify/nrsr_lists.htm
		If NO, proceed to D. If YES, submit the following to the NJ SHPO Refer to 36 CFR 800.11 and letter of agreement from NJ SHPO for compliance.
	3)	If structure was built less than 50 years ago, document the date of construction and maintain the information in the files. The property does <u>not</u> need to be submitted for SHPO consultation.
D.	Hazardous	s Toxic/Chemical Substances or Facilities
	1)	Was the residential structure to be rehabilitated built before 1978?  ☐ YES ☐ NO
		If YES, the owner was notified of the potential for lead-based paint hazards on the property on:Month/Day/Year.
		Note: Lead-Based Paint Notification is required to all property owners for Handy Helper program assistance. If the project being completed requires the removal or disruption of painted surfaces, the contractor shall conduct paint testing or presume the presence of lead-based paint, and safe work practices shall be implemented in accordance with HUD regulations.
	co	bes the residential structure to be rehabilitated contain regulated asbestos intaining materials (RACM)?  YES NO NOT APPARENT FROM VISUAL INSPECTION If NO, proceed to E  If YES, a contractor should be engaged to perform abatement prior to rehabilitation.  If NOT APPARENT, if inspector or contractor suspects or identifies any asbestos then the work write-up shall provide specifications on remediation or instructions to leave it intact.
	are	the residential structure to be rehabilitated in the "general proximity of such eas as dumps, landfills, industrial sites, or other locations that contain, or may ve contained hazardous waste?" [Part 58.5 (i) (2)(i)(iii)]  YES  NO
		Tools to Use: Review databases maintained by US EPA and State, using, including: EPA Enviromapper, searching 'More Data' and 'Envirofacts' at

https://enviro.epa.gov/enviro/em4ef.home Additionally, during a site visit, complete the HUD Site-Specific Field Contamination Checklist.

E. <u>Noise.</u> By program design, the Township will apply the following standardized noise attenuation measures to all modernization and / or minor rehabilitation projects covered under this tiered review. Where applicable, the Township will incorporate improved building envelope components, including windows and doors with sound transmission class (STC) rating of between 30-40. Any building opening, existing or related to the rehabilitation work, will be sealed with caulking wherever it is not completely sealed by normal construction methods (e.g., tape and joint compound). Areas of penetration, such as service lines (e.g., plumbing and gas lines), and electrical outlets will also be caulked airtight. Confirmed by site visits during construction and material specs sheets in file.

A noise information sheet was provided to property owner on

Month/Day/Year		
Rehabilitation Determination:		
This project may proceed. There are no extraord completion of an Environmental Assessment (EA). Extraordinary circumstances exist and this project impact. This project requires preparation of an Environmental Assessment (EIS).	or t may result in significant environ	nmental
Preparer Signature:	Date:	
Name/Title/Organization:		
Responsible Entity Agency Official Signature:		
	Date:	
Name/Title:		
Comments		

N:\3-CDBG\5- Handy Helper\Environmental Review Record\2 Tier Site Specific Review\HH 2nd Tier Environmental Review Form Combined.docx



# WORK AUTHORIZATION FORM

APPLICANT:	
CASE FILE:	
ADDRESS:	
PHONE:	
I,(name of homeowner	, hereby authorize the Township of Cherry Hill's Handy Helper
Home Repair Program C	ontractor(s) to perform the following work at my residence:
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
By signing this form, I	am authorizing the above listed work. I understand that the cost limit is
\$2,000.00 per locatio	n and all proposed work items may not be completed. Only the work item.
listed above are aut	norized. I release the Township, its employees, and its contractors from any
potential liability asso	ciated with performing this requested work on my behalf.
	<del></del>
Signature of Resident	Date



APPLICANT:	
CASE FILE:	
ADDRESS:	
INITIAL WORK AUTHORIZATION	
ALL ABOUT PAINTING & HANDYWORK is authorized by	the Township of Cherry Hill to perform the above repairs.
Signature of Housing Inspector  AUTHORIZED REJECTED	 Date
FINAL REVIEW & INSPECTION	
The above listed work items have been completed.	
Signature of Resident	 Date
The above listed work items have been inspected ar	nd found to be complete.
Signature of Housing Inspector	 Date



# **CHANGE ORDER REQUEST**

Applicant Name(s):	Client Number:
Address:	
Date:	
I am requesting an amendment to the work auth Home Repair contractor to perform: ( ) addition	
that the total amount of improvements cannot e under the program guidelines, that the Township support the requested new or changed work, and considered approved unless signed below by all t	may request reasons/circumstances to d that the proposed changes are not
Applicant Name, Signature	Date
Contractor Name, Signature	 Date
**************	***********
Approved by Name, Signature (Authorized Official	 al)

	HANDY HELPER CHECKLIST	DONE?	DATE/ COMMENTS
	CLIENT ID#		•
1	Stamp date received on top of application & submitted documents.		
2	Provide Applicant with Lead Paint and Noise Notices		
3	Assign Client ID# and enter client into excel spreadsheet		
4	Review Application for Completeness		
5	Add client demographics into Handy Helper		
	excel spreadsheet for later input into IDIS		
6	Verify Household Income Eligibility & Local Taxes are current		
7	Put Income Summary Form in Client File		
8	Verify Eligibility & confirm applicant is owner in SDL (or request deed)		
9	Prepare Environmental Review Record		
	(ERR) as part of Project Eligibility based on work requested		
	Maintenance ERR		
	Rehabilitation ERR		
10	Send Letter of Eligibility/Denial to Applicant		
11	Inspect Property and Prepare Work Write- up		
12	Applicant and Inspector Sign Work Authorization		
13	Amend ERR if nature of work has changed		
	from maintenance to Rehabilitation		
14	Send Work Authorization to Contractor		
15	Review and approve any requested change orders		
16	Amend ERR if nature of work has changed		
	from maintenance to Rehabilitation		
17	Contractor conducts work within 30 days of		
10	receipt of work authorization		
18	Conduct Inspection of Work & Sign Work Inspection Form		
19	Contractor sends Invoice within 30 days of work completion		
20	Send Invoice and Signed Work Inspection to Comm Dev. Manager for review and preparation of P.O.		
21	Contractor and Comm Dev Manager Signs P.O. and Sends to Finance Office for Payment		
22	Upon project completion, remove any duplicates and scan entire final client file into electronic files		
23	File hard copy of client files in outside filing cabinet in order of client ID, by Handy Helper Contractor Contract Year		
L		l .	