

## Instruction for Completing the Application to be Pre-Qualified for the RVA Lead-Based Paint Hazard Control Program

1. Make sure you have read the [Program Introduction and Eligibility](#) sheet, the Definitions below, and the Richmond City [Average Median Income \(AMI\) chart](#).
2. Make sure you understand the definition between Client and Applicant and that you are applying because your household has met the “Client” definition stated below.
3. Check with your child’s physician to see if a venous drawn blood lead test/screening has been performed in the last six months. If yes, ask for a copy of the test result and attached with your application. If not, schedule a blood lead test as soon as possible.
4. You are not required to complete the application before submitting to Richmond City Health District Lead Safe and Healthy Homes Initiative, to show that you are interested in the Program. To get on the enrollment list, you may send partial completed application form (by mail or fax), but your application will not be reviewed for acceptance until all supporting documentation is received.
5. You may also submit partial completed application (by mail or fax) to seek assistance from us to help with the application.

**Occupants of rental-occupied units are also welcome to apply. Please select the appropriate application for [\(Owner-Occupied application\)](#) or [\(Tenant-Occupied application\)](#).**

### **Tenant Occupied Property**

For Tenant-Occupied property, the entry to the Program is based on your household meeting the Client definition and financial eligibility of 80% or less of AMI. Once we receive your application, we will approach your landlord or property manager to get their consent to participate. If your landlord or property manager agrees to participate, then your unit and the Client will be enrolled into the Program. However, to reduce the amount of processing or wait time, you are encouraged to share this Program assistance with your landlord or property manager to seek their consent ahead of time.

### **Contact Richmond City Health District Lead Safe & Health Homes Initiative**

**[Do not send application form via e-mail!!](#)**

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## **Definitions (Not in Alphabetic Order)**

HUD and Richmond City Grant Assistance Mission – To control and reduce lead-based paint hazards in targeted housing **located in the City of Richmond**, occupied by families who meet the [HUD 80% or less Average Median Income \(AMI\)](#) eligibilities.

Targeted Housing (TH) – a residential dwelling built before 1978 and occupied or frequently visited by a child (meeting the Child Occupied Facility definition) under the age of six, or occupied by a pregnant female.

Child-Occupied Facility (COF) – a residential dwelling visited regularly by the same child, on at least two different days within any week (Sunday through Saturday period), provided that each day's visit lasts at least three hours and the combined weekly visit lasts at least six hours, and the combined annual visits last at least 60 hours.

Client (child or a pregnant female) – A client is an individual whose **primary residency is in the City of Richmond** and who meets the Program initial entry qualifications:

- Child under the age of 6 or Pregnant female
- Residential dwelling meeting the Target Housing (TH) and Child-Occupied Facility (COF) definition
- Has a Reportable Blood Lead Level (RBLL)

*NOTE: project:HOMES' definition of client is synonymous with the applicant (see below) as they will principally be working with the applicant(s) throughout the program. All program documents will make this distinction clear where necessary.*

Reportable Blood Lead Level (RBLL) – means a confirmed (venous draw) blood lead test collected within the past six months of the pre-application process that shows a level equals to or greater than 5 micrograms of lead per deciliter (ug/dL) of blood.

Pregnant Female – A female who can show evidence of pregnancy and can be a minor or an adult.

Applicant – An individual who lives in the target housing and is either an owner of the property or a legal leasee of the property and who is interested in applying for the Program assistance to control/abate lead paint hazard in the said target housing (home). The Applicant must live with a qualifying Client, or can be the qualifying Client (i.e., a pregnant adult female). This individual will be required to submit documentation to verify Program eligibility through the application process and will be responsible for representing the rest of the household members and gathering necessary

information (including applicable consent to release) pertaining to the application regarding these household members.

Co-Applicant – An individual who is applying to the Program as a secondary applicant and has his/her name on the property title or on the rental lease of the said target housing (home). This individual has the same responsibilities as the Applicant.

Owner of the Property – a person/persons or an entity whose name appear on the Title of the Property as the owner of the property.

Owner-Occupied Property – a residential dwelling that is mainly occupied by the owner of the dwelling and his/her family.

Tenant-Occupied Property – a residential dwelling that is occupied by individuals who pay rent to the owner of the property or his/her agent.

Landlord/Property Management – an individual or entity who owns the property or is an agent of the owner, who is being compensated for managing and/or renting out the residential dwelling, and/or is responsible for the property's structural and operational integrity.

RCHD Agents – Representatives from the Richmond City Health District (RCHD), Lead Safe & Healthy Homes Initiative, who are authorized to administer the Pre-Application Package. RCHD agents include the following staff positions: Lead Case Manager, Outreach Manager, and Program Manager.

Project:HOMES Agents – Representatives from project:Homes who are authorized to administer the application process and make final determination of acceptance to the Program. project:HOMES agents includes the following staff positions: Program Manager, Project Manager, and Application Processing Administrator.