



CHARLES BRYSON
DIRECTOR OF PUBLIC SAFETY

City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
FRANCIS G. SLAY
MAYOR



FRANK OSWALD
ACTING BUILDING COMMISSIONER
DEPUTY BUILDING COMMISSIONER

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
MULTI-FAMILY LEAD REMEDIATION PROGRAM

In accordance with the Mayor Slay's *Comprehensive Action Plan for the Eradication of Childhood Lead Poisoning*, the City Building Division is pleased to announce the **Multi-Family Lead Remediation Program** in an effort to increase the number of lead-safe units in the City. In order to prevent lead poisoning before it occurs, the City is offering financial assistance as outlined below to make units lead-safe to developers of multi-family properties which are marketed to low to moderate income families, particularly those with children. In order to request financial assistance, please complete the application as attached:

Developer's Name: _____
Address: _____
Phone Number: _____
Fax Number: _____
E-Mail Address: _____
Contact Person: _____

Property Address: _____ Number of Units: _____

Estimated Project Cost: _____

Sources of Funds: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Qualified projects will receive up to \$5,000 per unit for the first two units in the property, and \$1,000 for each additional unit (assuming the costs of lead remediation equal or exceed the total amount of subsidy provided by the City). The developer will be reimbursed once all of the conditions specified below have been met. Units constructed after 1978, units without lead hazards, efficiency units, units designated for the elderly, loft projects and projects affordable to households exceeding the HUD Income guidelines are not eligible to participate in this program.

The following conditions would need to be met in order to participate in the City's **Multi-Family Lead Remediation Program**:

1. The units must have a lead hazard risk assessment and a lead inspection conducted by the City Building Division in accordance with HUD protocols for risk assessments in multi-family buildings.
2. The property owner must agree to market the units to low-income families with children through the City's Lead-Safe Housing Registry via the Socialserve.com website.
3. Any individuals performing repairs disturbing lead-based paint must attend an 8-Hour Lead-Safe Work Practices training, and receive certification of such. This training will be provided free of charge by the City.

4. The developer must provide the City with a comprehensive scope of work outlining all work as well as detailing the exact repairs that will be made that disturb lead-based paint. The City must approve the scope of work.
5. Federal requirements mandate that a Section 106 review must be completed for each project. As such, additional historic preservation requirements may be applicable. The Review may require developer to use historic windows in the project. Do **not** order any windows until the inspector contacts you after the Section 106 Review is completed.
6. The developer must provide the City with a copy invoices for the supplies and materials associated with the lead remediation in order to be considered for reimbursement, i.e. invoices for windows, doors, paint, etc.
7. Each unit must have clearance testing conducted by the City and must pass unit clearance in accordance with HUD and EPA protocols before reimbursement will be issued.
8. The project must consist of substantial rehabilitation and at least \$30,000 of work must be done, and/or two major building systems must be replaced, i.e. electrical, plumbing, HVAC, etc.
9. All rehabilitation work included in comprehensive scope of work must be completed before reimbursement will be issued.
10. In addition, upon completion of the work, the owner must agree to the following use of the rental units by complying with the following leasing conditions:
 - Tenants in Units where Work is performed meet the low income levels as determined by HUD. The current income guidelines are as follows:

City of St. Louis Income Limits for Applicable Programs.

Family Size	1	2	3	4	5	6	7	8	9
80%	\$36,900	\$42,200	\$47,450	\$52,700	\$56,950	\$61,150	\$65,350	\$69,600	\$73,800

- For occupied units, owner must provide the tenant's income information including previous year's Federal Income Tax Returns and three most recent (consecutive) pay stubs, Social Security award letter, pension income and/or other proof of other sources of income for all household members aged 18 and older occupying the unit.
- All rehabilitated Units cannot be leased above the "Fair Market" rent for existing housing for comparable units in the area as established by HUD. The current Fair Market Rents are as follows:

2007 Fair Market Rents By Unit Bedrooms				
Final FY 2007 FMR	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
	\$539	\$670	\$863	\$970

- Owner will not increase rent in violation of a lease because a Unit has been or is to be rehabilitated. However, if the current tenant lease so provides, Owner may increase the rent on a pro rata basis to

- cover the increases in monthly operation costs.
- Owner will continue to rent the Units at affordable rents as established by HUD for a total of 36 months after the lead hazard reduction has been performed.
 - Owner may not discriminate against prospective tenants on the basis of their receipt of or eligibility for housing assistance under any deferral, state or local program, or on the basis that the tenants have a minor child or children who reside with them.
 - If the Owner sells the rental Unit(s) prior to termination of the lease, the purchase contract must include an agreement between the purchaser and tenant which allows the tenant to remain in the Unit according to the terms and conditions in this contract.
 - Owner will sign a grant agreement which lists the total amount of reimbursement to the developer. This agreement must be signed and executed before any reimbursement request will be processed. One check will be issued upon completion of the entire project.
 - Interior lead hazards must be corrected and unit must pass clearance BEFORE a vacant unit may be rented.

DOCUMENT CHECKLIST FOR REIMBURSEMENT REQUEST

- Certificate(s) of Lead-Safe Work Practices Training
- Copies of clearance tests for all units in the project
- Copy of scope of work approved by the Building Division
- Verification that the Unit has been registered on Socialserve.com website
- Copies of invoices for supplies and materials
- Copy of a sample lease for units currently not rented, as well as a copy of the lease for each existing unit
- Recorded and notarized copy of the general warranty deed to the property
- Most recent paid real estate tax receipt
- Copy of current homeowner's insurance policy

For additional information please contact:

Ms. Kim Maloney
Community Development Administration
1015 Locust Street, Suite 1200
St. Louis, Missouri 63101
(314) 622-3400, extension 248 (314) 622-3413 Fax
maloneyk@stlouiscity.com