

# Lead Safe Housing Rule J&K Training

Session 1: Rehabilitation, Acquisition,  
Leasing, Support Services, or Operation

February 2021



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## Session 1 Exercise: Does the Lead Safe Housing Rule Apply?

Determine if the following circumstances reflect exemptions under the Lead Safe Housing Rule in its entirety or from portions.

1. A previous lead-based paint inspection by an EPA-certified inspector shows the house has no lead-based paint.
2. A rehab project costing \$12,000 involves replacing a water heater and roof repair, but no paint or painted surfaces will be disturbed.
3. Repairs must be done on a house after a tornado ripped a hole in the roof.
4. Repairs must be done to fix broken stair railing and deteriorated steps on the front porch as they are a trip/fall hazard.
5. Maintenance work will disturb 2 sq. ft. of interior surface in the kitchen and 3 sq. ft of interior surface in the living room.
6. A mixed-use property built in the 1960s is updating all of the kitchens in the property using CDBG funds. The updates involve removing painted cabinets and ceramic tile countertops.
7. A homeless shelter receiving HUD funds sets up beds each night in the living area that is used for services during the day.
8. Family A receives 3 months of emergency rental assistance in unit 101. Family A moves out after 3 months, and Family B moves into unit 101 and receives rental assistance for 2 months.
9. A low income household is receiving HOME funds for down payment assistance on a condo built in 1995.
10. A Senior housing project built in 1975 is undergoing substantial rehabilitation using CDBG and HOME funds.



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Session 2: Subpart J – Rehabilitation  
Planning Phase



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## Session 2 Exercise: Initial Work Write-Up and Cost Estimate

The Jones family has applied to the Park Town's Homeowner Rehabilitation Program. Richard Miller, the Rehabilitation Specialist, visits the Jones' 1960s home and develops a work write-up for the job. Review his work write-up and answer the questions below. The work write-up for the Jones' home is provided after the questions.

1. What is the initial cost estimate?
2. What lead hazard evaluation is required? Why?
3. Which surfaces require paint testing?
4. Which items might become part of the required lead hazard control work upon evaluation or presumption? How will you separate the "hard costs of rehab" from the lead hazard control costs on those items?
5. Suppose the Park Town's has adopted a strategy of presuming lead hazards instead of doing risk assessments. What specific measures will be required on the building components we know about? What other measures will be needed? Why?

***This Work Write Up was developed for a fictional property and numbers may be simplified. All specification language and costs are for discussion purposes only.***



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## Work Item List Cover Sheet

**Property Address:** 123 Olympic Street

**Owners:** Samantha and Jerry Jones

**Phone No:** (111) 222-3333

Original Cost Estimate completed by: Richard Miller    Date: October 4, 2020

Total Initial Estimate: \$11,707.95

Modifications completed by: \_\_\_\_\_    Date: \_\_\_\_\_

Total Final Estimate: \$\_\_\_\_\_

Explanation for Modifications: \_\_\_\_\_

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Date Bids Sent To Contractors: \_\_\_\_\_

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Bid Opening Date: \_\_\_\_\_

Bids Returned by:	Amount
1. _____	_____
2. _____	_____
3. _____	_____

Rehab Specialist: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Owner's Acceptance: \_\_\_\_\_    Date: \_\_\_\_\_



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**WORK WRITE-UP FOR  
123 OLYMPIC STREET  
Park Town, ANY STATE 12345**

PREPARED BY: Richard Miller  
DATE: OCTOBER 4, 2020

**SPECIFICATIONS BY LOCATION**

<u>Spec Number</u>	<u>Spec</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
<b>GENERAL REQUIREMENTS</b>					
0031.1	CONSTRUCTION DEFINITIONS "Install" means to purchase, set up, test and warrant a new component. "Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component.	1.00	GR	0.00	0.00
0035.1	VERIFY QUANTITIES/MEASUREMENTS All measurements (i.e. SF of Drywall, or those provided with drawings) are for the contractor's convenience prior to a mandatory site inspection to verify all dimensions. All quantities (i.e. number of window units) are as stated. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal.	1.00	GR	0.00	0.00
0039.1	HVAC PERMIT REQUIRED Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	EA	0.00	0.00



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0077.1 NEW MATERIALS REQUIRED 1.00 GR 0.00 0.00  
 All materials used in connection with this work write-up are to be new, of first quality and without defects – unless stated otherwise or pre-approved by Owner and Construction Specialist.

0090.1 1 YEAR GENERAL WARRANTY 1.00 DU 0.00 0.00  
 Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to the release of the final payment.

## EXTERIOR

3185.1 FRONT DOOR – 1.00 EA 410.00 410.00  
 PREHUNG METAL ENTRANCE  
 Dispose of door and frame. Install a prehung metal, insulated, 4-panel entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, wide angle peepsight, one entrance and one mortised deadbolt keyed alike. Prime and top coat.

## ROOFING

4580.1 TEAR OFF AND REROOF SHINGLES 12 SQ 250.00 3000.00  
 Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 year



warranty. Replace all flashing. Install shingle-over ridge vent.

4755.1	REPAIR FASCIA 1" X 6" Install a 1" x 6", #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints, and prime.	2	LF	8.00	16.00
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## PORCH

5685.1	PREP & PAINT PORCH Scrape all loose, peeling, cracked, blistered paint from porch, including floor, railing, ceiling, posts and trim. Feather edges and dull gloss by sanding. Rinse entire area with water. Let dry. Caulk all cracks. Spot prime and top coat with owner's choice of premixed acrylic latex.	375	SF	0.69	258.75
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3525.1	GUARD RAIL – WOOD Dispose of any existing railing. Construct a preservative treated pine railing using 2" x 4" top and bottom rails, and 2" x 2" balusters face nailed 6" on center. Create a 3'6" high railing between 4" x 4" end posts.	24	LF	15.00	360.00
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3585.1	TREAD REPLACEMENT – EXTERIOR Dispose of damaged tread. Install 1-5/8" preservative treated pine stepping stock with screw shank nails.	3	EA	22.00	66.00
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3875.1	HOUSE NUMBER SET Install 3" high metal or PVC house numbers on a 1" x 4" pine backer board painted with 2 coats of exterior white latex paint on siding to the right of the door.	1	EA	42.00	42.00
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## FURNACE ROOM

6050.1	FURNACE & DUCT – GAS: 80,000 BTU Install 80,000 BTU intermit. pilot, forced air furnace complete with plenum, insulated supply duct, galvanized return duct	1	EA	4,210.00	4,210.00
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connected to wall registers, to service all rooms. Include setback thermostat, filter, fan and plenum control. Connect thimble breaching to chimney per code. Provide separate power circuit & operating manual. System to maintain 70 F indoor temp when outside temp is -10 F. Min AFUE rating of 90.

5210.1	<p><b>DRYWALL – PATCH – LARGE</b>                  Cut back defective gypsum to expose half of the studs on each side of the hole. Cut and tightly fit drywall patch. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Wet sand ready for paint.</p>	36	SF	5.00	180.00
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**KITCHEN**

7595.1	<p><b>RECEPTACLE – GFCI COUNTERTOP</b>                  Install a flush mounted, ground fault circuit interrupted, ivory, duplex receptacle and ivory cover plate using #14 copper romex. Fish wire and repair all tear out.</p>	3	EA	90.00	270.00
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7835.1	<p><b>RANGE HOOD EXTERIOR VENTED</b>                  Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 some. Attach hood cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper romex. Owner's choice of color.</p>	1	EA	265.00	265.00
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5490.1	<p><b>PREP &amp; PAINT WALLS – SEMI-GLOSS</b>                  Remove/cover hardware, fixtures, accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex primer. Top coat with owner's choice of premixed</p>	520	SF	0.52	270.40
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acrylic latex. Replace or uncover hardware, fixtures and accessories.

## BATH

4150.1	<p><b>TUB END WALL</b>                      Frame a 2" x 4" wide partition at tub end for full ceiling height. Provide blocking for a showerhead fitting and a 2' x 2' access panel. Hang water resistant drywall, tape and finish with 3 coats of compound. Use metal corner bead around access panel opening. Make stops for access panel and use 4 round-headed screws to install panel of 1/2" BCX plywood with smooth, sanded edges.</p>	1	EA	218.00	218.00
3680.1	<p><b>TUB SURROUND – PREFAB</b>                      Install a white fiberglass or acrylic, 3 or 5 piece tub surround kit with a built-in soap dish. Caulk all joints with white, mildew resistant, siliconized caulk. Prepare substrate and attach panels using manufacturer's recommended adhesive and fasteners.</p>	1	EA	265.00	265.00
5560.1	<p><b>PREP &amp; PAINT BATHROOM WALLS</b>                      Remove/cover all hardware and fixtures not to be painted. Wet scrape all loose cracked, peeling, blistered surfaces. Clean surfaces with household detergent. Fill all holes and cracks. Spot prime with acrylic latex. Apply top coat of owner's choice of premixed acrylic latex semi-gloss.</p>	1	RM	100.00	100.00
5930.1	<p><b>UNDERLAY AND VINYL TILE</b>                      Install 5/16" underlayment grade plywood using 7d screw shank or cement coated nails, 6" on center allowing a 1/4" gap at wall. Lay 12" x12"x1/8" vinyl composition tile, color group B as made by Armstrong or Azrock, per manufacturer's recommendations. Square to room axis. Include metal edge strips at openings,</p>	36	SF	3.95	142.20



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and shoe molding or 4" vinyl base around perimeter. Owner's choice of in-stock color.

6945.1	<p><b>BATHTUB – 5' STEEL COMPLETE</b>                  Install a 5' white, enameled, formed steel, tub complete with lever operated pop up drain and overflow, PVC waste, molded base, metal two handle shower diverter, shower rod and Delta 6122 shower head.</p>	1	EA	575.00 575.00
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## **SOUTHWEST BEDROOM**

3260.1	<p><b>REWORK INTERIOR DOOR - ENTRANCE DOOR</b>                  Rehang door. Adjust door and lockset to operate properly. If door rubs carpeting, trim bottom of door to clear carpeting.</p>	1	EA	45.00 45.00
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5495.1	<p><b>PREP &amp; PAINT INTERIOR TRIM</b>                  Remove or cover hardware/surfaces not to be painted. Wet scrape loose, cracked, peeling and blistered paint from all trim including doors, sash, and radiators. Feather edges and dull gloss with wet sanding. Clean oil, grease, dirt and dust from trim. Fill holes and caulk cracks. Spot prime. Apply one top coat of acrylic latex enamel. Finish type and color choice of owner.</p>	1	RM	58.00 58.00
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## **MASTER BEDROOM**

4010.1	<p><b>CLOSET POLE</b>                  Field measure and install 1-1/2" diameter wood closet pole and sockets.</p>	1	EA	24.00 24.00
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4015.1	<p><b>CLOSET SHELF</b>                  Install 1" x 12" closet shelf of #2 grade pine or B/C plywood, from wall to wall, supported on three sides by hood strip. If more than 4' span, use center support bracket. If plywood, fill all cracks, holes</p>	3	LF	6.00 18.00
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and front edge cuts with putty, and sand smooth.

2410.1	<p><b>BASEBOARD – 1" X 4"</b>            Install 1" x 4", #2 grade pine base with finish nails or tee headed brads.</p>	56	LF	2.10	117.60
5235.1	<p><b>LAMINATE 3/8" DRYWALL – WALLS &amp; CEILING</b>            Hang 3/8" gypsum over wall or ceiling surface with screws 8" on center and a bead of construction adhesive 20" on center. Butt drywall to door and window casing and apply J channel molding. Remove top molding from 3-piece base and reinstall after surface is paint-ready. Tape, 3-coat finish and sand ready for paint.</p>	560	SF	1.80	1008.00
5565.1	<p><b>PREP &amp; PAINT BEDROOM</b>            Remove/cover all hardware, fixtures not to be painted. Wet scrape loose, cracked, peeling, blistered surfaces. Feather edges and dull gloss surfaces with sandpaper. Clean all surfaces with household detergent. Spot prime and top coat trim, ceiling, walls, doors and windows with owner's choice of premixed acrylic latex. Include any closets.</p>	1	EA	150.00	150.00



# Lead Safe Housing Rule J&K Training

Session 3: Subpart J – Rehabilitation  
Construction Phase

February 2021



## Session 3 Exercise: Occupant Protection and Construction Monitoring

We are with the Williams family. The scope of work for their rehabilitation project has been approved. Now they need to select a contractor. Their job involves interim controls and is expected to cost about \$16,000. Park Town provides the Williams' with a list of approved contractors. The Williams choose three contractors from the list to bid on the project. Richard Miller, the rehab specialist, sends out a bid package to all three. Richard reviews the bids for cost reasonableness and then awards the contract to the lowest bidder, Silva Contractors, who will do the work for \$16,300.

Individual rooms are contained while work is done and worksite clearance is performed before they are opened up. The Williams' have access to their kitchen and bathroom through most of the work. However, the Williams' need to be relocated from their home during week 4 of the construction project while work is done on the kitchen and bathroom. They need to be away from the unit for one week.

1. What are the steps involved in temporarily relocating the Williams family?
2. How do you establish the relocation unit is lead-safe?
3. What are the requirements and what are some options for how the Williams belongings can be handled?
4. What needs to be done before the Williams' move back into their home?
5. What if the Williams' were an elderly couple? Would they be required to relocate from their home for the week?

At the conclusion of the pre-construction meeting, Richard issues the notice to proceed and Silva Contractors begins work on the Williams' house. Richard Miller plans to conduct inspections of the work before approving each invoice submitted by Silva Contractors. The Contractor plans to invoice Park Town on a monthly basis.

6. What other issues or items regarding lead-based paint should Richard review in the pre-construction meeting with Silva Contractors?
7. How often should Richard visit the job site and monitor Silva Contractors work?

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8. What types of work practices should Richard be looking for to ensure Silva Contractors is following proper safe work practices?
9. What should Richard do if he sees unsafe work practices at the site?
10. Halfway through the project, Silva Contractors needs a change order for the project. Suppose the change order caused rehabilitation hard costs to go over \$25,000. Does Richard need to change the work method from interim controls to abatement?



# Lead Safe Housing Rule J&K Training

Session 4: Subpart K - Acquisition,  
Leasing, Support Services, and  
Operations

February 2021





## Session 4 Exercise 1: Finding Solutions to Homebuyer Challenges

You work for the city of Manorville in the Community Development Department. Read each of the following scenarios and think about how you would address each one. Keep in mind that how you address each scenario depends not just on the regulations, but how you will manage compliance, and the conditions of assistance through the purchase negotiation and execution process. Assume HUD-assisted, pre-1978 housing in your analysis.

1. Manorville is in Wisconsin. In January, a realtor refers Tom and Susan to you for assistance. They have found a house built in 1948. A visual assessment reveals chipping paint on the exterior and in the second-floor bathroom. The Manorville Housing Division's experience is that most houses that come into the program contain some lead-based paint and does not push homebuyers to look for newer houses. How do you proceed with this particular house? Remember, it is January in Wisconsin.
2. A city council member complains on behalf of one of his elderly constituents who is selling her home to a family getting homebuyer's assistance. "The family wanted the property tested for lead-based paint. Who's going to pay for the test?" the councilman asks. "And what if there is lead in the paint? If the property is well maintained, is there a problem?" What do you say?
3. During an inspection of a 1950s home being purchased by a young family with down payment assistance, you note the property passes all housing standards, but there is the distinct odor of fresh paint in all the rooms.
  - a. Do you investigate why the seller just painted?
  - b. What can you tell the homebuyers about ongoing maintenance of their home?
4. Tony and Tanya want to buy a house built in the 1930s that has deteriorated paint in several rooms. The seller is unwilling to pay for the work and Tony and Tanya already are receiving the maximum down payment allowable under the program and have no additional funds to put into the purchase and occupancy. The market for houses in the right price range is very hot. What could you do if you wanted to help the buyers?

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## Session 4 Exercise 2: Applying the LSHR to a Special Needs Program

**Use the scenario below to answer the questions below:**

The Maddontown Community Action Agency (CAA) is the primary provider of homeless housing and services for Maddon County. Under its Families Forward Program, the CAA acquires buildings and provides supportive services for families living in a transitional living environment. Families Forward is a holistic program that provides both housing units as well as supportive services such as GED classes, substance abuse counseling, childcare, after-school care, and job readiness. While the program is administered by CAA staff, the housing units are managed by a private sector firm, Dwellings & Co, who have extensive experience in maintenance. Funding for Families Forward has typically come from large national organizations such as the United Way as well as from foundations. Under Maddontown's Continuum of Care application in 2020, Families Forward was awarded Supportive Housing Program (SHP) funds for operations and supportive services. This is the first time that this program has received Federal Funds.

1. Which subpart of the Lead Safe Housing Regulation applies to this program (Subpart J, K, or M?)
2. List the actors involved in this program.
3. What needs to be done immediately to comply with the Lead Safe Housing Rule?
4. What needs to be done on an ongoing basis?
5. Who is responsible for the activities listed above?

