

Lead and Healthy Homes Program Guidelines –

Landlord (Rental Unit)

Thank you for expressing interest in the City of Topeka's Lead Grant Program. We are kicking off a new round of work to make 138 homes lead safe over the next four years with funding from the U.S. Department of Housing and Urban Development (HUD).

To qualify for this program, Tenant households must be 80% or less of the Area Median Income (AMI) by household size established by HUD Guidelines (see below). Tenant Households must have one or more children under six years old residing in or visiting the property a significant amount of time or a pregnant household member to receive priority. A significant amount of time is at least 3 hours a day on two separate days a week and a total of 60 hours per year. The building must be constructed before 1978 and be within the Justice 40 Map area within the Topeka city limits to qualify.

1-person household	2-person household	3-person household	4-person household	5-person household	6-person household	7-person household	8-person household
\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050	\$86,650	\$92,250

Rental property owners will need to commit 10% of the project cost. On average, the amount available for lead paint hazard control work is \$25,000 per unit from the lead grant and up to \$25,000 per unit from the CDBG grant. If project bids come in over \$50,000, the application will not be eligible for this program.

For grants made to assist rental housing, at least 50% of the units must be occupied or made available to families with incomes at or below 50% of the area median income level and the remaining units shall be occupied or made available to families with incomes at or below 80% of the area median income level, and in all cases the landlord shall give priority in renting units assisted under this section, for the period of affordability outlined below following the completion of lead abatement activities, to families with children under the age of six years, up to four units total.

Affordability Periods:

- Under \$15,000: 100% forgiveness after 5 years of occupancy
- \$15,000 to \$40,000: 100% forgiven after 10 years of occupancy
- Over \$40,000: 100% forgiveness after 15 years of occupancy

The primary purpose of the program is to address lead hazards and make units lead safe. This is not a full rehabilitation program. The unit will need continual maintenance to remain lead safe following the work.

It is our expectation that the property be generally code compliant as determined by the inspector. If there are significant health and safety deficiencies, repairs will have to be made prior to project approval.

To begin the process, please complete the enclosed application and return it to our office. After we receive your application, we will verify your tenant's income and determine eligibility. Work will proceed on a first-come, first-qualified basis with priority given to households with children under the age of six.

Keep this sheet for your records and information. The checklist on the back is also for you to keep.

Please contact us with any questions at (785) 368-3711. We look forward to working with you.

Landlord Application Checklist of Required Documents:

Please Note: Applications submitted without all required documentation will be considered incomplete. Processing of the application can NOT begin until all required documentation is provided.

Landlord/Property Owner Information

Please answer all the questions on this application completely. If a question does not apply write NA (Not Applicable) in the space provided.

Date _____

Office use only	
Date received	
Time received	
Date verified	

Head of Household

Legal First Name	Middle Initial	Last Name	Gender
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Date of Birth	Age	Race	Ethnicity: Are you Hispanic/Latino? (Yes or No)
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Street Address	City	State	Zip Code
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Email Address	Phone Number (Cell & Home)
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Applicant Certification:

I/We certify that the information given on this application to the City of Topeka Housing Services Department for purposes of obtaining Lead Grant funding is accurate and complete to the best of my/our knowledge. I/We understand that false statements or information are punishable under Federal Law. I/We also understand that false statements or information may deem unit application ineligible.

Printed Name

Signature

Date

Printed Name

Signature

Date

Home Assessment Notification and Acceptance:

Property owner agrees to allow the Housing Services Department staff access to the property to conduct an environmental assessment. Dust and soil sampling will be conducted to measure lead presence at the time of the assessment and at conclusion of the lead hazard control work.

Signature

Date

Signature

Date

How did you hear about the Lead Program?

- ☐ Facebook
- ☐ City of Topeka Website
- ☐ Walk & Talk
- ☐ Social Media Blast
- ☐ E-Blast
- ☐ Another Grant Application
- ☐ Newsletter to NIA
- ☐ Other