

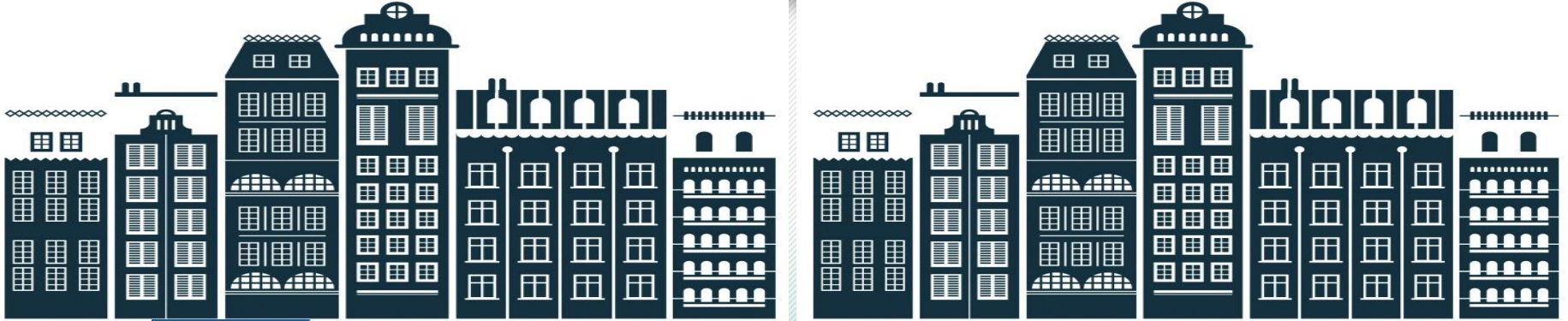
U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 NEW GRANTEE ORIENTATION

Relocation and Occupant Protection Plan

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VIRTUAL CONFERENCE, MAY 3RD - JUNE 18TH, 2021

Objectives

- Discuss the need for an occupant protection plan, program preparation, and managing expectations.
- Discuss temporary relocation:
 - Requirements
 - Options
 - Need for ongoing monitoring and maintenance

Let's begin!

Your Program Must Have an Occupant Protection Plan:

- Review and Approve the Occupant Protection Plan
- Relocation directly related
- Plan must be in each unit file

**Occupant Protection Plan
Checklist for Lead-Based Paint Activities**

**Occupant Protection Plan
Checklist for Lead-Based Paint Activities**

Name of Occupant(s) - (List property owner's name if unit is not occupied) _____

Street Address _____ Unit Number (if applicable) _____

City _____ State _____ Zip _____

Lead Contractor Name _____ Contractor Telephone Number _____

Project Start Date (mm/dd/yy) _____ Project End Date (mm/dd/yy) _____

OCCUPANT PROTECTION PLAN CHECKLIST FOR LEAD-BASED PAINT ACTIVITIES
This is a checklist of actions the contractor will take to protect the occupant, while paint is disturbed. Occupants must stay out of work areas while work is in progress. The contractor will do daily clean-ups, but the work area may still contain dangerous levels of dust-lead

Occupant Location (check all that apply)

- Unit is vacant (no movable objects remain in the unit)
- Occupants will be relocated and stay out of the unit until the lead project is done
- Occupants will not be allowed within the work area before project completion, (which includes clearance with documented dust wipe sample results)
- Occupants will stay outside the dwelling unit during work times but may return each day after clean up
- Occupants will have a lead-safe passage to bathroom, living area, and entry/exit door during project
- Occupants will be provided a lead-safe entry and exit pathway during the project
- Occupants pets will not be allowed in the work area

Furniture (check all that apply)

- Will inform Occupants(s) to remove all personal items and as much furniture as possible from work area before work begins
- Will cover, with plastic, all furniture and personal belongings that can't be removed

Containment and Barrier system

Interior work

- Will use a dust room for work on removable components such as windows and doors
- Will use an airlock flap on all doorways to work areas, or will close and secure doors from inside the work site
- Will use plastic to cover entire floor, and all worker pathways to exit and any workrooms
- Will use plastic to cover floor extending 5' beyond work area in all directions and where it is practical
- Workers will stay on plastic
- Will inform Occupants to keep off of plastic in work area
- Will lock or firmly secure work area to provide an overnight barrier
- Will post warning signs at entry to each room where work is being done, or will post warning signs on the building exterior near main and secondary entryways

Exterior Work

- Will remove all movable items (playground equipment, toys, sandbox, patio furniture, etc.) to a distance of 20 feet from work area or seal these items with plastic and tape
- Will use plastic sheeting or landscape fabric on the ground extending 10 feet from building, where practical
- Will keep all windows, including windows of adjacent dwellings, within 20 feet of work closed
- Will erect barrier tape or temporary fencing to make a 20' perimeter around building
- Will post warning signs on the building exterior near all entryways

Window Work (check all that apply)

- Will tape plastic to exterior wall when removing windows from the inside
- Will tape plastic to interior wall when removing windows from the outside
- Will use plastic sheeting or landscape fabric on the ground under the windows

Work Practices (check all that apply)

- Will use a heat gun, not to exceed 1100 degrees Fahrenheit
- Will use a machine planer, chipper, grinder, or sander only if attached to a properly operating HEPA-filtered vacuum. Will use proper containment while using any of these machines
- Will use chemical paint stripper to remove lead-based paint from components and will follow manufacturer instructions only with adequate ventilation
- Will use power washing or hydro-blasting with proper containment to prevent the waste water generated from contaminating the soils or surface waters.
- Will remove components such as complete door systems, siding, walls, cabinets or trim. Will use containment to isolate areas where paint is being distributed from the rest of the property
- Will not use abrasive blasting or sandblasting
- Will have employees wear disposable booties in work area or clean shoes with tack pads before leaving work area

Ventilation System (check all that apply)

- Will turn off system and seal all vents in workroom with plastic
- Will turn off system and seal off vents within 5 feet of the work area

Daily Cleaning (check all that apply)

- Will remove debris from dwelling or store it in a locked secure area
- Will clean all horizontal surfaces in the work area with a HEPA vacuum and wet washing
- Will clean and remove plastic walkways each day, replacing with new each day
- Will clean all walkways that are used as pathways to the work area with a HEPA vacuum
- Will clean if containment is breached on both sides of the containment
- Will clean off debris, fold, and secure all plastic sheeting or landscape fabric overnight but may use again the next day

Final Cleaning (check all that apply)

- Will remove all debris and visible dust
- Will HEPA vacuum, wet wash and HEPA vacuum all horizontal surfaces and trim in work areas
- Will HEPA vacuum, wet wash, and HEPA vacuum all surfaces and floors extending at least 5' in all directions from treated surface

CONTRACTOR'S CERTIFICATION

I certify that a copy of the Occupant Protection Plan was provided to the property owner or occupant(s) of the property address listed on the form on this date _____ by way of _____ (describe delivery method).

Signature - Certified Lead Contractor _____

Date signed (mm/dd/yy) _____

What's an Occupant Protection Plan???

- Checklist of Actions to protect the Occupant (form)
- The Lead Certified Contractor or Project Director prepares
- Unique to each dwelling
- Developed before lead hazard work
- Measures and procedures
- Planned Work Period - 10 business days
- Decide if Temporary Relocation

Relocation

- Temporary relocation should be no more than 10 days. If this needs to be exceeded it must be pre approved by your GTR. If not pre approved, you may not be reimbursed.
- Temporary relocation includes each day the applicant is out of their home until clearance is complete.
- Occupants of rental units
- Owner occupants
- Only those residing in unit receive relocation (i.e. those on the application, actually residing in the home)



Relocation, Cont.d'

- Overnight relocation of occupants is NOT required if:
- Treatment will be completed within 5 calendar days
 - The work area will be sealed
 - Children should not be permitted in the unit.



Managing Expectations

- Occupants will not be permitted to enter the worksite during lead hazard reduction activities
- Tell them early in the enrollment and contract phase

Relocation Cost

- Temporary Relocation (up to 10 days);
- Motel/ apartment owners
- Lead Safe Houses - utilities
- Stipend for food
- Storage, pods, security locks for the doors (Grantee)
- Moving and hauling expenses (If part of written agreement)
- Persons with disabilities
- Owner-occupants
- Choosing options in your target area/contracting with specific locations



Relocation Cost

- Moving services/ company allowance
- Resources can be made available given the need for removal of items out of the home, but it is not expected that all units will need these resources.
- Use only as a last resort, belongings should be placed under sealed containment whenever possible.

Miscellaneous Cost

- Food stipends
- Public transportation cost

Relocation Requirements

- It is preferred that occupants will be temporarily relocated to a lead-safe unit before and during hazard reduction activities for their protection.
- Assess the need to find relocation options for all clients and expect that at least one day will be needed for clearance.



Managing Expectations

Include relocation details in:

- Instruction/ discuss during the application and enrollment phase
- Occupant and owner contract expectations
- Policy and procedures
- This is a voluntary program and it is expected that they will participate by securing their belongings on their own and cooperate with relocation requirements or face potential consequences



Occupant Protection

- Post Clearance, occupant(s) shall be responsible for areas of identified lead-based paint that are not abated;
- Monitoring potential hazards
- Reporting (rental) repairing (owner) damaged surfaces
- Reporting and maintaining new issues occurring in the property to prevent lead hazards from occurring after clearance; such as water intrusion and structural damage

Resources

- The HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 42 U.S.C. §§ 4601-4655



Questions