

CHERRY HILL TOWNSHIP



**HANDY
HELPER
PROGRAM**

HOME REPAIR
PROGRAM GUIDE

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TABLE OF CONTENTS

PURPOSE	4
FUNDING	4
Overview	4
PROGRAM SUBJECT TO AVAILABLE FUNDING.....	4
APPLICATION REQUIREMENTS	5
APPLICANT ELIGIBILITY.....	6
PROPERTY ELIGIBILITY	6
ELIGIBLE EXPENSES	7
Repair Guidelines.....	8
INELIGIBLE EXPENSES	8
PROGRAM ADMINISTRATION	9
LEAD-BASED PAINT REQUIREMENTS	11
CONFIDENTIALITY AND AUTHORIZATION.....	14
EQUAL OPPORTUNITY.....	14
LANGUAGE ASSISTANCE	14
UNIFORM RELOCATION ACT.....	15
MARKETING PROCEDURES.....	15
CONTACTS & INFORMATION	15
APPENDIX	16

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PURPOSE

This Program Guide provides the policies and standards for the management and operation of the Township's Handy Helper Home Repair Program. The intent of this Guide is to provide a consistent and equitable Home Repair Program for the Township and its residents. Department of Community Development staff and all awarded contractors, and their subcontractors, shall implement the Handy Helper Home Repair Program in accordance with these Guidelines, as well as Federal, State and local laws, rules, regulations and codes.

FUNDING

The Township of Cherry Hill receives an annual, direct allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), as an Entitlement Community. The CDBG program funds activities that meet at least one of three objectives:

- (1) Benefits low- and moderate- income (LMI) persons;
- (2) Aids in the prevention or elimination of slums or blight;
- (3) Addresses an urgent need posed by a serious and immediate threat.

The Township is pleased to offer a Handy Helper Home Repair program as one of its selected CDBG funded housing activities, eligible under the national objectives.

Overview

The Handy Helper Home Repair program assists income- qualified low- and moderate-income senior citizens (62 and older) and disabled residents with minor home repairs to owner-occupied dwellings. The Program provides essential home repairs to improve the health, safety, accessibility, and energy efficiency of the dwelling unit. Approved applicants may qualify for up to \$4,000 in repairs to the residence, which is provided in the form of a grant. If an extraordinary need and/or emergency issue arises, the project limit may be increased with prior written approval of the Director of Community Development. However, in no circumstance shall the repairs exceed \$4,500 in total per household.

PROGRAM SUBJECT TO AVAILABLE FUNDING

Program funding is dependent upon receiving funding from HUD and the Township Council's decision to allocate funding to the Program. The Handy Helper Program may be suspended when or if:

- The Township has obligated/spent the available annual allotment of Handy Helper Home Repair Program funds; and/or
- The Township does not receive all or part of the CDBG funding from HUD.

APPLICATION REQUIREMENTS

A copy of the Application can be found in the Appendix and is available through the Department of Community Development when the application period is open. Applications must be completed in full. If an application is deemed incomplete, the Program Administrator will contact the applicant to obtain any missing documentation. Incomplete applications cannot be placed on the Waiting List. The following documents are required to be returned with the application. Once the application is complete, verified, and deemed eligible, the applicant will be placed on the Waiting List, which is serviced on a “first come, first serve basis.”

Submission Checklist:

- Completed checklist by Applicant.

Signed Documents:

- Completed Application with Income Certification
- Signed receipt of HUD Noise Notice and Lead-Based Paint Notice.

Proof of Property Ownership and Residency: (copies only)

- Copy of Driver's License or other government-issued Photo ID; and
- Copy of a utility bill (gas or electric, not water); and
- Proof that property taxes are paid and current.

Proof of Annual Income for Household Members 18 Years Old and older: (copies only)

- SALARY/SELF-EMPLOYED PROFITS: Attach copy of most recently filed Federal Income Tax Returns for each member of the household, or copy of two (2) most recent (consecutive) pay stubs for each household member; and
- SSI/SSDI: Attach copy of the Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) Benefit letter stating the applicant's monthly benefits, or copy of two (2) most recent bank statements showing deposits of award check; and
- PENSION/RETIREMENT SAVINGS DISTRIBUTIONS (i.e. IRA, 401(k), 403(b), 457(b)): attach copy of Pension benefit letter signed by the administrative agency stating the applicant's monthly benefits, or copy of two (2) most recent bank statements showing deposits of award check; or copy of applicant's two (2) most recent monthly award checks; and

- ❑ ALIMONY/CHILD SUPPORT/ UNEMPLOYMENT INSURANCE BENEFIT: Copy of two (2) most recent bank statements showing deposits of award check or copy of two (2) most recent monthly award checks or government statement, official letter, separation agreement, lease, or court order; and
- ❑ INTEREST FROM BANK ACCOUNTS and CASH FUNDS: Copy of Bank-generated letter or statements showing amount of interest earned for previous 12- month period or most recent tax return showing amount of interest earned or investment statements indicating the amount of dividends earned; and
- ❑ RENTAL PROPERTY INCOME: Most recently filed tax returns declaring earned rental income or copy of property rental/lease agreement signed by current tenant showing monthly rent or copy of rental receipt book for previous 12-month period.

At this time, asset limits are not taken into consideration to determine program eligibility.¹ However, additional items may be requested by the Program Administrator throughout the application process to ensure meeting the purpose and intent of program.

APPLICANT ELIGIBILITY

1. New participants only. New applicants are eligible to participate in the Handy Helper Home Repair Program. The Program cannot serve repeat clients at this time.
2. Income Eligibility: The total annual gross (pre-tax) household income cannot exceed 80% of the Area Median Income (AMI), as established annually by HUD for the Philadelphia-Camden-Wilmington, PA-NJ-DE-MD Metropolitan Statistical Area (MSA).

PROPERTY ELIGIBILITY

The Township's Handy Helper Home Repair Program may only serve properties that meet the following conditions:

1. The property must be located within the municipal boundaries of Cherry Hill Township.
2. The property must be owner-occupied.

¹ The CDBG program primarily focuses on income limits, not asset limits, when determining household eligibility. Changes to the program may require evaluation of asset limits in the future.

3. The property must be the primary residence of the applicant.
4. The property must be a single-family dwelling unit.
5. The homeowner must have a clear title to the real property (with the exception of mobile homes detailed below).
6. If the structure is a mobile home (i.e., modular home) on a rented permanent foundation, the applicant must have a clear title to the home. If the applicant owns the land where the mobile home is located, they must have a clear title to the land.
7. All property taxes must be paid in full and current.
8. The homeowner must be current on mortgage payments or have paid off the mortgage.
9. The property must not be 'for sale' or in the foreclosure process.
10. Workers must be able to safely access all areas of the home; the home must be clear of clutter and debris, including bugs, pests, rodents, and waste.
11. The Environmental Review process must be complete and documented in the Environmental Review Record before any Township commitment to the Applicant and before any spending can occur on the home repair project.

ELIGIBLE EXPENSES

The total cost of the home repairs may not exceed \$4,000, not including project delivery costs incurred by the administration of the CDBG funds. If an extraordinary need and/or emergency issue arises, the project limit may be increased with prior written approval of the Director of Community Development. However, in no circumstance shall the repairs exceed \$4,500 in total per household. Repair and improvement costs are limited to the labor and materials.

For a repair to be eligible, it must meet at least one of the following classifications:

1. Health and safety improvements, to bring from substandard to standard condition, to meet basic HUD housing quality standards or local code;
2. Accessibility improvements to accommodate the elderly and disabled persons;
3. Energy efficiency and other conservancy related improvements to address long-

term sustainability and affordability;

4. Repairs and general property improvements of a non-luxury or non- cosmetic nature;

CDBG funds shall be used to first address building code deficiencies, and situations threatening the health and safety of residents, prior to addressing any other work. All repairs are subject to program funding limits and approval of the Township's Department of Community Development.

Repair Guidelines

All work shall be performed and provided in a professional, competent, and diligent manner by qualified personnel in accordance with the performance standards and specifications in the bid package used to award the contract to the Contractor, and if applicable, in accordance with any supplemental specifications provided in the work-write up. See *section on Lead-Based Paint Safe Work Practices for additional requirements*. If the applicant does not approve of the materials to be used, the affected construction may be deleted in its entirety.

INELIGIBLE EXPENSES

Ineligible activities and expenses include the following:

1. Reimbursement for an owner's personal labor or invoices from independently obtained contractors/laborers;
2. Repair, purchase, or installation of equipment, furnishings, or other personal property not an integral structural fixture, such as window air conditioner, washer or dryer. However, refrigerators and stoves are allowed;²
3. Materials, fixtures, and installations which are considered luxury or cosmetic in nature.
4. Materials, fixtures, and installations which are not integral to the primary residential structure, including, but not limited to: barbecues, greenhouses, hot tubs/spas, kennels, murals, flower boxes, awnings, storage sheds, fences, workshops, or landscaping;
5. Any repairs or expenses which, in the determination of the Township, do not meet the intent of the Handy Helper Home Repair Program;

² Guide to National Objectives & Eligible Activities for Entitlement Communities, Rehabilitation, p. 2-40.

6. Any repairs or expenses related to continuing or promoting illegal use of the property; and
7. Refinancing existing debt.

PROGRAM ADMINISTRATION

Interest List

The Department of Community Development maintains an 'Interest List.' Residents who have expressed interest in the Program (but who have not applied during the application period), will have their name and contact information placed on the Interest List. Those on the Interest List will receive notification when the Program application period is active and funding is available so they may apply for the program at that time. Individuals on this list should keep the Department of Community Development updated if their interest in the program changes.

Waiting List

The Waiting List is only for approved, eligible applicants. The Township will serve applicants in the order on the Waiting List. Due to limited funding and regulations requiring environmental reviews, placement on the Waiting List does not guarantee the project will be completed.

Applicants are required to notify the Township if household income and/or ownership status changes while on the Waiting List. If applicants are on the Waiting List for more than 12 months, income and application information must be re-verified and re-documented, as required by Federal regulations.

Application Review

1. Completeness: The Applicant must complete all sections of the application and provide all required documents in order for the Administrator to determine completeness. This includes HUD-required demographic information (race, ethnicity, income level) and applicant's signature verifying receipt of HUD notices (explained further herein). Incomplete applications cannot be added to the wait list.
2. Income Eligibility: Once the application is deemed complete, the Program Administrator shall verify household income and size to determine income-eligibility for the Program, as explained above. When the Program Administrator approves a household's income eligibility, the applicant will send a letter

notifying of eligibility and they will be placed on the Waiting List.

3. Application Documents: The Program Administrator shall organize, maintain and safeguard all application documents and information about the project throughout the client relationship and after through minimum required proper document retention per HUD and State requirements.

Application Denial:

The project or the property may not be suitable for the Handy Helper Home Repair Program. The Township may deny an application for any of the following reasons:

1. Income or Property Eligibility requirement is not met;
2. There are unsafe or hazardous working conditions, including, but not limited to: unsanitary and crowded conditions, vicious or uncontrolled animals, illegal activities on premises, unsafe roofs or entry ways, excessive code violations, severe structural problems, hostile environment, or any other worker safety related issues;
3. The needed repair work exceeds the scope of the Handy Helper Home Repair Program either in cost, nature or size of project; and/or
4. The applicant is uncooperative in allowing reasonable access of the property, with appropriate notice, to the contractor/subcontractor(s).

When the Program Administrator approves or denies an applicant for eligibility, they will send a letter notifying the applicant of their status and the reasons for any denial. If the reason for the denial is later corrected or eligibility thresholds are met in the future, the homeowner may reapply.

Property Inspection

Once the applicant is determined to be eligible by the Handy Helper Home Repair Program Administrator, the Township's Housing Inspector will contact the applicant to arrange a visit to the property. The inspector will conduct the property inspection with the applicant including:

1. Interviewing the property owner to identify known problems;
2. Walking through the buildings and grounds of the property to identify repair needs;
3. Preparing a work write-up detailing each needed repair, as set forth below.

Preparation of Work Write-Up

The Housing Inspector will prepare a detailed work write-up addressing:

1. Health and safety repairs to bring from substandard to standard condition, to meet basic HUD housing quality standards or local code;
2. Accessibility improvements to accommodate the elderly and disabled persons;
3. Energy efficiency and conservancy related improvements to address long-term sustainability and affordability;
4. Other eligible repairs and general improvements of a non-luxury or cosmetic nature;

The work write-up shall include: notes, date(s) of inspection, persons in attendance at walk-through, any special circumstances AND shall include the Lead Safe Housing Requirement Screening Worksheet (i.e., Lead Safe Housing Rule Toolkit). The worksheet is used to determine whether the proposed scope of work will not exceed HUD's *de minimis* threshold standards for paint disturbance (i.e., the amount of paint that can be disturbed without triggering the need for hazard interim controls, lead-abatement work, and/or clearance certificates by an independent inspector).

A portion of the scope of work and/or the entire work write up may be deemed ineligible if the repair and lead-based paint requirements will exceed the allowable maximums under the program. In that instance, the applicant shall be referred to the County's Single- Family Housing Rehabilitation Program (Housing Improvement Program), administered by the Camden County Improvement Authority (CCIA).

LEAD-BASED PAINT REQUIREMENTS

1. Notice. HUD requires that the Program provide all participants with dwellings constructed prior to 1978 with a Lead-Based Paint notice. The notice should be provided immediately upon applicant's applying for the Handy Helper Home Repair Program and included with the application. The application shall sign a receipt of notice which shall be kept in the file.
2. Lead Safe Housing Requirement Screening Worksheet. As noted above, the Housing Inspector will complete the Lead Safe Housing Requirement Screening Worksheet (i.e., Lead Safe Housing Rule Toolkit) to determine if the scope of work is exempt from the requirements of 24 CFR Part 35 (B-R) or there are limited exemptions from specific hazard reduction requirements due to being below the *de minimis* threshold. If below the threshold, the scope of work is eligible for the Program. Due to funding limitations, work that involves paint disturbance that exceeds *the de minimis* thresholds is not eligible for this Program at this time.

3. Safe Work Practices and Clearance. In accordance with 24 CFR §35.930, HUD's Evaluation and Hazard Reduction Requirements, the following requirements must be met for properties that receive an average of up to and including \$5,000 per unit in federal rehabilitation assistance:
- a. The contractor shall presume the presence of lead-based paint on the painted surfaces to be disturbed or replaced during rehabilitation activities, unless there is paint testing. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required by the contractor.
 - b. If lead-based paint is revealed during testing or the contractor presumes the presence of lead-based paint, safe work practices shall be implemented during rehabilitation work in accordance with §35.1350. While a clearance examination of the worksite(s) in accordance with § 35.1340 is typically required after completion of any work disturbing painted surfaces, clearance is not required if the work did not disturb painted surfaces of a total area more than that set forth in § 35.1350(d) (*i.e., de minimis threshold*):
 - (1) 20 square feet on exterior surfaces;
 - (2) 2 square feet in any one interior room or space; or
 - (3) 10 percent of the total surface area on an interior or exterior type of component with a small surface area. Examples include windowsills, baseboards, trim.

Environmental Review Requirement

The Program Administrator is required to conduct an Environmental Review based upon the final scope of work prior to committing or expending any funding on a project. The Environmental Review process, pursuant to HUD's regulations at 24 CFR Part 58, evaluates potential adverse impacts on historic sites, the environment, and the health of occupants. The type of review is based on the scope of work. The Administrator should use HUD Notice CPD-16-02³ and Table for guidance on the distinction between Maintenance activities vs. Rehabilitation activities.

- a. 'Maintenance' activities - require review of Flood Insurance, Coastal Barrier Resources, and Airport Hazards in accordance with 24 CFR §58.6. Once complete, the signed ERR form for maintenance activities shall be inserted into the client file and the address added in the HUD Environmental Review Online System (HEROS) to the 'Handy Helper Maintenance Activities' Environmental Review Record for the particular grant year.

³ CPD-16-02 is Guidance for Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulations, 24 CFR Parts 50 and 58.

- b. 'Rehabilitation' activities - require review of Flood Insurance, Coastal Barrier Resources, Airport Hazards, Air Quality, Coastal Zone Management, Endangered Species, Environmental Justice, Explosive & Flammable Facilities, Farmlands Protection, Floodplain Management, Historic Preservation, Noise Abatement & Control, Site Contamination, Sole Source Aquifers, Wetlands Protection, Wild and Scenic Rivers in accordance with 24 CFR §58.5. Each rehabilitation project shall be completed in HEROs and a copy shall be inserted into the client file.

Once the ERR is complete and there is a finding that the project is either a) exempt from §58.5 review or b) Categorically Excluded Not Subject to Section 58.5, the project can move forward.

Work Authorization

1. The Program Administrator will contact the awarded Contractor to provide quotes on the per unit costs with labor for each item listed in the scope of work, in accordance and compliance with prices provided in the executed contract. Upon receipt of an acceptable quoted scope of work, the Program Administrator will recommend approval of the work to be done, obtain homeowner authorization of the work, and assign the work to the Contractor with an authorization to proceed.
2. Any and all costs must be approved by the Township's Program Administrator prior to beginning of any home repair.
3. The scope of work may need to be modified based on project costs. The property owner(s) must authorize the final scope of work in writing.

Commencing with Minor Repairs and Close-Out Procedures

The Contractor shall conduct the requested repairs within 30 days of receipt of a work-authorization, unless otherwise noted in writing. Any and all change orders require approval first from the Program Administrator. Once the Contractor has completed the work authorized in the approved work write up, the Contractor shall contact the Housing Inspector to conduct a final inspection of the work performed. Should the final inspection be deemed satisfactory, the Housing Inspector shall sign off on the final work write-up. Any concerns or complaints regarding workmanship shall be made to the contractor as soon as possible.

Within thirty (30) days of the Housing Inspector providing final approvals on the minor repair, the Contractor shall supply (1) a signed Purchase Order and (2) a detailed Invoice for the completed Scope of Work to the Department of

Community Development. Once the invoice is processed for payment, the Program Administrator shall place these items in the applicant's case file, as well as any other pertinent documentation.

DISPUTE RESOLUTION

Any complaints from the property owner regarding the workmanship shall be made to the Program Administrator as soon as possible, but no later than 30 days of the completed work. The Program Administrator and Housing Inspector will review the matter, inspect the work, and take photos or videos, and meet with the parties to attempt to resolve the matter. If the parties cannot resolve the dispute, then this matter will be forwarded to the Township Legal Department for resolution in accordance with the contract documents between the Contractor and the Township.

CONFIDENTIALITY AND AUTHORIZATION

The Department of Community Development shall treat all application information as confidential and, unless required by law, no personal information shall be provided to anyone who is not directly involved in the efforts to administer funding, repair or improve the property. Anonymous demographics (race, ethnicity, income level) are reported to HUD, as required by the CDBG program.

The application authorizes the Township to discuss and research, as necessary, information related to the personal circumstances in an attempt to repair or improve the property. This may include obtaining: financial, employment, and information from other agencies or institutions. The application serves as written consent giving the Township permission to verify personal information, as deemed necessary, to expedite the repairs and/or improvements to the applicant's property.

EQUAL OPPORTUNITY

No person shall be excluded from participation in or be denied the benefits of the Handy Helper Home Repair Program due to illegal discrimination. Program participants are selected on a first-come, first-served basis as described in this Guide.

LANGUAGE ASSISTANCE

Applications are available in Chinese and Spanish. If requested, the Township will arrange for interpreters to help non-English speaking applicants understand the

Handy Helper Home Repair Program Guide, Application, inspection process, work write-up, cost estimates and be available to answer any questions. Please allow seven (7) days advance notice to allow us to provide the necessary interpreters.

NOISE

The program administrator shall provide the applicant with HUD's Notice entitled "What Is Being Done About Noise?" The Applicant shall sign a receipt of notice.

UNIFORM RELOCATION ACT

Although no displacement is expected to occur, the Township's will minimize displacement of persons and assist any persons displaced. The specific type and levels of assistance the Township will make available to displaced persons will be in compliance with 24 CFR 42.3.

MARKETING PROCEDURES

From time-to-time the Township will develop and publish information about the Handy Helper Home Repair Program's eligibility criteria and application opportunities, such as:

1. The Township's website;
2. The Township's quarterly Community Magazine;
3. The Township's social media platforms;
4. Inclusion in area resource directories (both in print and online);
5. Presentations at service meetings and events.

CONTACTS & INFORMATION

Handy Helper Home Repair Program

Agnes Cueto, Program Administrator
Department of Community Development
820 Mercer Street, Room 202
Cherry Hill, New Jersey 08002
(856) 488-7870
ACueto@chnj.gov

Program Information on Cherry Hill Township Website:

<https://www.chnj.gov/1036/Handy-Helper-Program>

Additional Department Contacts:

Mara Wuebker, Community Development Deputy Director

(856) 488-7870

mwuebker@chnj.gov

Kathy Cullen, Community Development Director

(856) 488-7870

kcullen@chnj.gov

Camden County Home Improvement Program (HIP)

(856) 751-2242

<https://www.camdencounty.com/service/improvement-authority/home-improvement-program/>

APPENDIX

1. Application & Submission Checklist
2. Noise Notice
3. Lead Paint Notice
4. Work Specifications in Bid Package
5. Lead Safe Housing Screening
6. Tier 2 Environmental Review Form
7. HUD Notice CPD-16-02
8. Work Write-Up Form
9. Work Authorization Form
10. Work Change Order Request Form
11. Program Administrator Checklist



Department of
Community Development

HANDY HELPER HOME REPAIR PROGRAM

Dear Applicant:

Thank you for your interest in applying to Cherry Hill's Handy Helper Home Repair program. This program assists income-eligible senior (*62 years and older*) and disabled residents with minor home repairs to improve the health, safety, accessibility and energy efficiency in the home.

In order to be eligible for the program, the home shall be owner-occupied and your household must meet the following income eligibility requirements.

Number of Persons in Household	Annual Gross Income Limit
1	\$66,850
2	\$76,400
3	\$85,950
4	\$95,500

Please complete the attached checklist and application package. If you have any questions, please contact me at (856) 488-7870 or via email at acueto@chnj.gov.

Sincerely,

Agnes Cueto,
Program Administrator

Encl.



SUBMISSION CHECKLIST

Complete the Checklist below, by marking each item with an X or ✓ and attach any required documents. If a Checklist item is not applicable, please write 'N/A.'

_____ **Completed Application (ORIGINAL)**

_____ **Proof of Property Ownership and Current Residence (COPIES ONLY)**

- _____ Photo ID
- _____ Utility Bill (gas or electric, not water)
- _____ Proof property taxes are paid and current

_____ **Proof of Income for each Household Member 18 or over (COPIES ONLY)**

- _____ SALARY: Most recent Income Tax Return or copy of last two (2) consecutive pay stubs;
- _____ SOCIAL SECURITY: Most recent Supplemental Security Income (SSI) Benefit Statement and/or Social Security Disability Insurance (SSDI) Benefit Letter, or copy of two (2) most recent bank statements showing deposits of award checks;
- _____ PENSION/RETIREMENT SAVINGS DISTRIBUTIONS (IRA, 401k, 403(b), 457(b)): Pension benefit letter from administrative agency showing monthly benefits, or two (2) most recent bank statements showing deposits of award checks; or applicant's two (2) most recent monthly award checks;
- _____ ALIMONY/CHILD SUPPORT/UNEMPLOYMENT: Two (2) most recent bank statements showing deposits of award checks, or two (2) most recent monthly award checks, or government statement, separation agreement, court order;
- _____ INTEREST FROM BANK ACCOUNTS AND CASH FUNDS: bank-generated statements or letter showing amount of interest earned for previous 12-month period or most recent tax return showing amount of interest earned on investment statements indicating the amount of dividends earned; and
- _____ RENTAL PROPERTY INCOME: Most recently filed tax returns declaring earned rental income or copy of property rental agreement/lease or rental receipt book for previous 12-month period

Additional items may be requested by the Handy Helper Program Administrator



HANDY HELPER HOME REPAIR PROGRAM APPLICATION

CLIENT ID # _____
(to be filled in by Program Admin.)

A. APPLICANT INFORMATION

Name: _____ Date: _____
 Address: _____ Block & lot _____
 Phone: _____ Email Address: _____ Date of Birth: _____

Demographic Characteristics. *Check all that apply.*

Race: White/Caucasian Black/African American Asian Other _____
 Ethnicity: Hispanic Non-Hispanic
 Household Characteristics: Female Head of Household Over 62 Disabled

B. ANNUAL HOUSEHOLD INCOME. *Please complete the table below for the entire household and attach relevant documents requested in the checklist.*

ANNUAL HOUSEHOLD GROSS INCOME					
Household Member(s)	Salary/ Wages	Social Security	Pensions/ Retirement Distributions	Bank Acct/ Investment Interest	Other Income
Totals					



You couldn't pick a better place.

C. REQUESTED WORK DESCRIPTION

Please briefly describe the minor home repairs that you would like to address with this application. All requested work may not be performed based on program limitations.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



You couldn't pick a better place.

D. APPLICANT CERTIFICATION

I certify the following:

1. The information provided in this application, including all sources of income of the members of my household, is true and accurate. The subject property is not for sale and is not in the foreclosure process.
2. I understand that Cherry Hill Township does not perform the home repairs and is not responsible for any work to my residence. The Township's selected contractor performs the home repairs and is directly responsible for the work conducted. Any complaints regarding the workmanship shall be made to the Handy Helper Program Administrator as soon as possible, but no later than 30 days of the completed work.

X

Applicant

DATE:

FOR OFFICE USE ONLY

Applicant is the owner of record on tax records or deed? Yes No

Local property taxes are up-to- date? Yes No

I have reviewed the applicant's household income and find that the Applicant's household is deemed:

Eligible Not Eligible

X

Program Administrator

DATE:

WHAT IS BEING DONE ABOUT

NOISE



Everyone has experienced the roar of a car or motorcycle traveling past your home or the rumble of a train as it passes by. These common, everyday occurrences generate noise. Noise is an often-overlooked part of your environment.

Noise may cause interference in your daily lives. It may interrupt your conversation or your sleep. The noise may reach a point where it becomes an annoyance. At its worst, noise can be harmful to your hearing.

The Federal government has taken steps to protect your health and welfare in regards to noise. HUD environmental regulations require, in federally-financed housing rehabilitation projects, measures to be taken to reduce noise to an acceptable level.

HUD's suggested measures to minimize noise take a common-sense approach to the problem. The noise reduction steps attempt to design or modify structures in order to lessen interior noise. Some of these measures may be taken only when the rehabilitation project specifications call for it. You may take other steps on your own. You should check with the Community Development Specialist responsible for the project to determine what measures, if any, will be taken.

Measures that may be taken if they are a part of the project:

- Double-Pane Windows
- Weatherstripping on Windows and Doors
- Construct Ceilings and Floors with Dense Materials
- Construct Walls and Sound Transmission Class (STC) Materials to Rated Noise

Measures that you may take on your own:

- Use Heavy Drapes
- Provide Air Conditioning
- Close Windows and Doors When Possible

I have received a copy of the Noise Notice and/or I have received a copy of Lead Paint Hazards Pamphlet

NOISE NOTICE:

Print Full Name

Signature

Date

LEAD PAINT:

Print Full Name

Signature

Date:



Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

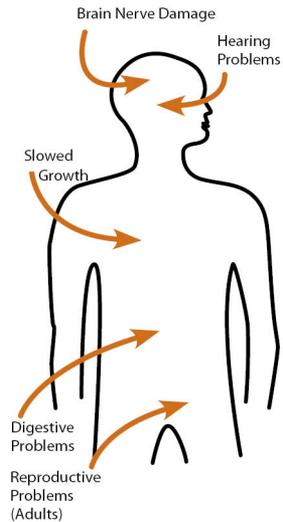
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally assisted, federally owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

¹ “Lead-based paint” is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² “Lead-containing paint” is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sampling bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](https://www.epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting, by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](https://www.epa.gov/lead), or call 1-800-424-LEAD.

Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

While paint, dust, and soil are the most common sources of lead, other lead sources also exist:

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

Call your local health department or water supplier to find out about testing your water, or visit [epa.gov/lead](https://www.epa.gov/lead) for EPA's lead in drinking water information.

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon,**" used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/lead for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA)

Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT) One Congress Street
Boston, MA 02114-2023
(617) 918-1524

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule which protects families in pre-1978 assisted housing and the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children, babies, and fetuses even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

WORK DESCRIPTION	UNIT	LABOR PER UNIT	MATERIAL COST PER UNIT	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
CARPENTRY- INTERIOR				
Repair interior door	EA			Adjust door and lockset to operate properly. If door rubs carpeting, trim bottom of door to clear carpeting. Rehang door.
Replace interior 28” door	EA			28” x 80” H.C. 6-paneled door. – Painted. Install hollow-core door on existing jamb. Include privacy lock set and 2 butt hinges. Dispose of original door.
Replace interior 30” door	EA			30” x 80” H.C. 6-paneled door – Painted. Install hollow-core door on existing jamb. Include privacy lock set and 2 butt hinges. Dispose of original door.
Replace interior 36” door	EA			36” x 80” H.C. 6-paneled door – Painted. Install hollow-core door on existing jamb. Include privacy lock set and 2 butt hinges. Dispose of original door.
Remove interior door only	EA			Dispose of interior door. Remove butts. Fill holes in jamb and sand smooth.
Repair damaged door handle or knob/locks assembly	EA			Inspect and adjust the strike plate. Remove the door handle or knob and inspect lock mechanism; check condition of any springs within the lock. Tighten any screws loose and align. Reposition the lock cylinder if misaligned. Replace broken parts.
Replace passage hall or closet knob or lever set	EA			Install a brass or nickel-plated doorknob or lever set, such as “Kwikset” (Model #200T 3 CP V1), or equivalent. https://www.homedepot.com/p/Kwikset-Tylo-Polished-Brass-Passage-Hall-Closet-Door-Knob-Featuring-Microban-Antimicrobial-Technology-200T-3-CP-V1/300772161
Replace bedroom or bathroom privacy lock set	EA			Install a brass or nickel-plated privacy door knob or lever set with lock, such as “Kwikset” (Model 300CV15CPV1), or equivalent. https://www.homedepot.com/p/Kwikset-Cove-Satin-Nickel-Privacy-Door-Knob-with-Lock-for-Bedroom-or-Bathroom-featuring-Microban-Technology-300CV15CPV1/302238842
Install door stop	EA			Install a baseboard mounted, solid metal doorstop.
Install baseboard	LF			Install Colonial or Clamshell 3/4” primed baseboard with finish nails.
Install shoe molding	LF			Install pine primed shoe molding nailed 2’ on center to create the

PRICE PROPOSAL PAGE - MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS TABLES

				tightest seal possible between the baseboard and floor using finish nails.
Replace interior wood handrail	LF			Install 2” round hardwood handrail with braces screwed to studs and handrail, no more than 4’ apart, returned to wall at both ends.
Install towel bar	EA			Install a 24” chrome-plated steel towel bar, screwed securely to studs, such as “Moen,” Contemporary 24 in. Towel Bar in Chrome finish, (Model # 2224), or equivalent. https://www.homedepot.com/p/MOEN-Contemporary-24-in-Towel-Bar-in-Chrome-2224/203993383
Install bathroom accessory set	SET			Install a chrome plated bathroom accessory set consisting of 24” towel bar, towel ring, toilet paper holder, screwed securely to studs, such as “Moen,” Genta in polished chrome (Model # BH3633CH) or equivalent https://www.homedepot.com/p/MOEN-Genta-3-Piece-Bath-Hardware-Set-with-24-in-Towel-Bar-Paper-Holder-and-Towel-Ring-in-Polished-Chrome-BH3633CH/320176785
Replace Shower Door	EA			Remove and dispose of existing shower door. Install framed sliding shower door according to manufacturer’s instructions, such as “Sterling” Deluxe 55-60”W x 70H Framed Sliding Shower Door with Rain Texture Glass (Model # 5976-59S), or equivalent Sterling Deluxe 55-60 in. W x 70 in. H Framed Sliding Shower Door in Silver with Rain Texture Glass 5976-59S - The Home Depot
Install 18” ADA Grab Bar	EA			Install concealed screw 18-in stainless steel wall mount ADA Compliant grab bar (500-lb Weight Capacity), secured to studs, such as “Project Source” (Model #GB-8021801), or equivalent https://www.lowes.com/pd/Project-Source-Concealed-Screw-18-in-Stainless-Wall-Mount-ADA-Compliant-Grab-Bar-500-lb-Weight-Capacity/5013106105
Install 36” ADA Grab Bar	EA			Install concealed screw 36-in stainless steel wall mount ADA compliant grab bar (500-lb Weight Capacity) , secured to studs, such as “Project Source” (Model #GB-8023601), or equivalent https://www.lowes.com/pd/Project-Source-Concealed-Screw-36-in-Stainless-Wall-Mount-ADA-Compliant-Grab-Bar-500-lb-Weight-Capacity/5013105797

PRICE PROPOSAL PAGE - MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS TABLES

Install Closet Shelf	LF			Install 1” x 12” bullnose MDF closet shelf from wall to wall, supported on three sides by hook strip. If more than 4’ span, use center support bracket.
Install Vinyl Plank Flooring	SF			Install vinyl flooring and any necessary transition strips, per manufacturer’s instructions, such as “Lifeproof” 22 MIL wear thickness, 8.7” x 48” click lock waterproof luxury vinyl plank flooring (Model # I966106LP), or equal equivalent. Color choice by owner. https://www.homedepot.com/p/Lifeproof-Sterling-Oak-22-MIL-x-8-7-in-W-x-48-in-L-Click-Lock-Waterproof-Luxury-Vinyl-Plank-Flooring-20-1-sqft-case-I966106LP/309083456
INTERIOR CARPENTRY TOTAL:				

CARPENTRY-EXTERIOR	UNIT	LABOR PER UNIT	MATERIAL COST PER UNIT	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Repair exterior door	EA			Plane, sand, adjust and/or repair exterior door and jamb to assure weather tight, smoothly operating door. Rehang door.
Replace exterior 36” door	EA			Dispose of original door and door casing. Install new interior door casing. Install 36” x 80” steel 1/4 lite inswing primed pre-hung front door with brickmould insulating core with grills, such as “Masonite,” (Model #741053), or equivalent. See Noise Attenuation Requirements below. https://www.lowes.com/pd/Masonite-1-4-Lite-External-Grille-Left-Hand-Inswing-Primed-Steel-Prehung-Entry-Door-with-Insulating-Core-Common-36-in-x-80-in-Actual-37-5-in-x-81-625-in/1000049359?idProductFound=false&idExtracted=false <i>Note: This is not an eligible work item for pre-1978 homes unless lead free certificate on file.</i>
Replace exterior entry door knob or lever and deadbolt	EA			Replace exterior door entry door knob or lever and single cylinder deadbolt with Exterior Door Knob and Single Cylinder Deadbolt Combo Pack Featuring SmartKey Security, such as “Kwikset” (Model # T242CV15SMTPCO), Juno Satin Nickel, or equivalent. Locks shall be

				keyed alike. Provide 2 sets of keys to the owner. Dispose of original hardware. https://www.homedepot.com/p/Kwikset-Cove-Satin-Nickel-Keyed-Entry-Door-Knob-and-Single-Cylinder-Deadbolt-Project-Pack-featuring-SmartKey-and-Microban-T242CV15SMTCPKO/317193504
Replace damaged 36" aluminum storm door	EA			Dispose of original storm door. Install 36" x 80" - ½ lite combination storm and screen door with handleset, such as "Andersen" 200 Series, (Model #95976), or equivalent. https://www.homedepot.com/p/Andersen-200-Series-36-in-x-80-in-White-Universal-1-2-Lite-Half-View-Aluminum-Storm-Door-with-Black-Handleset-95983/325576947
EXTERIOR CARPENTRY TOTAL:				

Noise Attenuation Requirements. Standard noise attenuation measures shall be applied to all work under the Program. The Contractor will incorporate improved building envelope components, including windows and doors with sound transmission class (STC) rating of between 30-40. Any building opening, existing or related to the rehabilitation work, will be sealed with caulking wherever it is not completely sealed by normal construction methods (e.g., tape and joint compound). Areas of penetration, such as service lines (e.g., plumbing and gas lines), and electrical outlets will also be caulked airtight.

EXTERIOR SITE WORK	UNIT	LABOR PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Clean rain gutters	LF			Remove visible material and flush non-visible debris with a hose. Release any clogs with plumber's snake, if needed. Do not spray water under roof shingles.
Install gutter guards	LF			Install gutter guards on existing gutters according to manufacturer's instructions, such as "Gutterglove" 3' x 5" Stainless Steel Micro-mesh gutter guard, 39' kit (Model # THD39), or equivalent. https://www.homedepot.com/p/Gutter-Guard-by-Gutterglove-3-ft-L-x-5-in-W-Stainless-Steel-Micro-Mesh-Gutter-Guard-39-ft-Kit-THD39/310841095
Replace rain	LF			Dispose of existing gutter. Install gutter to service roof, 5" K-type .027

PRICE PROPOSAL PAGE - MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS TABLES

gutters				gauge aluminum gutter, or equivalent. Color choice by owner.
Replace downspout	EA			Dispose of existing downspout. Install 120" 2" x 3" .027 gauge, aluminum downspout, or equivalent. Strap at least 3' on center. Color choice by owner.
Replace downspout elbow	EA			Dispose of existing elbow. Install 2" x 3" .027 gauge aluminum front elbow.
Install Splash Block	EA			Place concrete or plastic splash block at end of downspout directing the stormwater away from the dwelling.
Install House Number Set	SET			Clean area and look for any cracks or damages. Install 3" high metal or PVC house numbers on house façade visible from street (location at owner's preference)
Install outdoor pressure treated stair handrail	LF			Install pressure treated, code approved, grab-able handrail supported by 4" x 4" treated posts, 4' on center securely anchored. Rail to be free from cracks, splinters, and rough edges.
Install pressure treated wood guard rail	LF			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 4" on center. Create a 3'6" high railing between 4" x 4" end posts.
Replace wired doorbell	EA			Remove existing door bell. Replace any damaged wires at the transformer. Install wired lighted doorbell button to wall or siding, such as "Utilitech" (Model #UT-315-1-00), or equivalent. https://www.lowes.com/pd/Utilitech-Doorbell-Button/1002541816
Repair minor uneven pathway by grinding concrete.	SF			Grind concrete by shaving down the lifted portion of the slabs and evening out the trip hazards. This method is only for uneven pathway with less than 1/2" in difference.
Repair uneven concrete pathway by patching concrete slab.	SF			Break up deteriorated concrete slab section. Remove off site to code legal dump. Grade and compact soil to 95%. Apply a bonding agent per manufacturer's specs on exposed concrete. Pour a 4" 2200 psi concrete slab to match elevation of surrounding slab. Float and steel trowel finish.
Repair wood steps (tread replacement)	LF			Dispose of damaged tread. Install 1' 1/2" pressure treated pine stepping stock with screw shank nails.
EXTERIOR SITE WORK TOTAL:				

WINDOWS	UNIT	LABOR COST PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Install Sash lock	EA			Screw a brass plated sash lock on double hung window to tightly draw sash together.
Replace wood framed window (up to 100 united inches)	EA			<p>Field measure, order and install window. Dispose of old window unit. Install Double Hung Wood replacement window, up to 100 inches, screen included, such as “Andersen” 200 Series White Double Hung Clad Wood Window with White Interior, Low E-Glass & White Hardware (Model # DH3049) with sound transmission class (STC) rating of at least between 30-40, or equivalent. See Noise attenuation requirements below. Repair all walls disturbed by removal and installation. Clean glass. In bathroom, use obscure glass. <i>Note: This is not an eligible work item for pre-1978 homes unless lead free certificate on file.</i></p> <p>https://www.homedepot.com/p/Andersen-35-1-2-in-x-56-1-2-in-200-Series-White-Double-Hung-Clad-Wood-Window-with-White-Interior-Low-E-Glass-White-Hardware-DH3049/100017586</p>
Replace vinyl framed window (up to 100 united inches)	EA			<p>Field measure, order and install a window. Dispose of old window unit. Install Double Hung White Vinyl Replacement Window, up to 100 inches, screen included - such as “American Craftsman” 50 Series Low E Argon Glass with sound transmission class (STC) rating of at least between 30-40, or equivalent. See Noise attenuation requirements below. Complete with screen, snap-in mullion. Repair all walls disturbed by removal and installation. Clean glass. In bathroom, use obscure glass. <i>Note: This is not an eligible work item for pre-1978 homes unless lead free certificate on file.</i></p> <p>https://www.homedepot.com/p/American-Craftsman-27-75-in-x-53-25-in-50-Series-Low-E-Argon-Glass-Double-Hung-White-Vinyl-Replacement-Window-Screen-Incl-50-DH-BUCK/203157173</p>
WINDOWS TOTAL:				

Noise Attenuation Requirements. Standard noise attenuation measures shall be applied to all work under the Program. The Contractor will incorporate improved building envelope components, including windows and doors with sound transmission class (STC) rating of between 30-40. Any building opening, existing or related to the rehabilitation work, will be sealed with caulking wherever it is not completely sealed by normal construction methods (e.g., tape and joint compound). Areas of penetration, such as service lines (e.g., plumbing and gas lines), and electrical outlets will also be caulked airtight.

ENERGY CONSERVATION	UNIT	LABOR COST PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Weather-strip window	LF			Weather-strip both sash of double hung window with weather-stripping to create a positive seal. Use material such as “Frost King” 3/8 x 5/16” x 10’ high density rubber weather strip tape (Model #R538WH), or equivalent. See Noise Attenuation Requirements below. https://www.homedepot.com/p/Frost-King-3-8-in-x-5-16-in-x-10-ft-White-High-Density-Rubber-Weatherstrip-Tape-R538WH/100199883
Weather-strip door	LF			Weather strip door on sides and top, using material such as “M-D Building Products” Top and Side Door Jamb Weather strip set (Model #01958), or equivalent. Install vinyl door sweep, such as “M-D Building Products,” vinyl U-shaped slide-on under door seal, (Model #43336), or equivalent. See Noise Attenuation Requirements below. Weatherstrip set: https://www.homedepot.com/p/M-D-Building-Products-Top-and-Side-Door-Jamb-Weatherstrip-Set-01958/100133154 Vinyl door sweep: https://www.homedepot.com/p/M-D-Building-Products-36-in-White-Vinyl-U-Shape-Slide-On-Under-Door-Seal-43336/205573049
Air-seal building envelope	SF			Seal all accessible cracks, gaps and holes in the building envelope (the barrier between the indoor conditioned space and the outside) with low-VOC caulk (if less than ¼”) or expanding foam (if greater than ¼”). Seal all top plate and bottom plate penetrations. If the foundation masonry wall is open core

				<p>concrete block seal the tops of the block with expanding foam. Seal all penetrations created by plumbing, gas lines, electrical boxes and outlets. Seal large accessible gaps around windows between house framing and window frame –use special care on large sliding-glass doors and vinyl-framed windows: do not use expansive foam on these. Take care to seal all joints without excess sealant. Seal any gaps in the building envelope adjacent to flues with carefully cut to fit sheet metal that is securely fastened to framing sealing all seams and gaps with fire rated caulk. Seal recessed light fixtures in ceilings that are part of the building envelope and are not rated for insulation contact with an airtight box made of drywall sealed to the ceiling. Seal IC rated recessed fixtures with caulk. Seal any entries to attic space using weather-stripping on attic doors or hatches. Air sealing must be done prior to the installation of insulation. Install insulation according to Energy Star recommended home insulation R-values for Zone 4A. <i>For more details:</i> https://www.energystar.gov/saveathome/seal_insulate/identify-problems-you-want-fix/diy-checks-inspections/insulation-r-values. See Noise Attenuation Requirements below.</p>
Replace interior ceiling fixture with Energy Star fixture	EA			<p>Remove and dispose of existing fixture. Install an Energy Star approved, 11-inch ceiling light fixture in accordance with manufacturer’s instructions, such as Good Earth Lighting Jordan 1-Light Bronze LED Flush Mount Light ENERGY STAR (Model #FL1060-BR4-11LF0-G), or equivalent https://www.lowes.com/pd/Good-Earth-Lighting-Jordan-11-in-Bronze-Transitional-Integrated-LED-Flush-Mount-Light-ENERGY-STAR/1000002950</p>
Replace wall fixture (interior) with Energy Star fixture	EA			<p>Remove and dispose of existing fixture. Install an Energy Star approved, wall sconce in accordance with manufacturer’s instructions, such as Millennium Lighting Verlana 4.33-in W 1-Light Chrome Transitional Wall Sconce ENERGY STAR, Item #5176310 (Model #2701-CH), or equivalent https://www.lowes.com/pd/Millennium-Lighting-Verlana-4-33-in-W-1-Light-Chrome-Transitional-Wall-Sconce-ENERGY-</p>

				STAR/5013653447
Replace wall fixture (exterior) with Energy Star fixture	EA			Remove and dispose of existing fixture. Install an Energy Star approved, outdoor light in accordance with manufacturer’s instructions, such as “WAC Lighting” Tube 2–light Bronze Energy Star LED Indoor or Outdoor Wall Cylinder Light (Model # WS-W2604-BZ), or equivalent. https://www.homedepot.com/p/WAC-Lighting-Tube-2-Light-Bronze-ENERGY-STAR-LED-Indoor-or-Outdoor-Wall-Cylinder-Light-WS-W2604-BZ/313715089
Replace Vanity light fixture with Energy Star fixture	EA			Install 3-light Energy Star vanity light fixture in accordance with manufacturer’s instructions, such as “Generation Lighting” 21” 3-light Chrome LED traditional vanity light (Model # 4420203EN3-05), or equivalent. https://www.lowes.com/pd/Sea-Gull-Lighting-21-3-Light-Chrome-Traditional-Vanity-Light/1001348012?idProductFound=false&idExtracted=false
Replace ceiling fan with Energy Star fixture	EA			Install 52” indoor Energy Star ceiling fan in accordance with manufacturer’s instructions, such as “Hunter Pro's Best ENERGY STAR 52-in Fresh White LED Indoor Ceiling Fan with Light (5-Blade); (Model #52727), or equivalent. https://www.lowes.com/pd/Hunter-Hunter-52-inch-Pro-s-Best-Fresh-White-Ceiling-Fan-with-LED-Light-Kit-and-Pull-Chain/5014919199
ENERGY CONSERVATION TOTAL:				

Noise Attenuation Requirements. Standard noise attenuation measures shall be applied to all work under the Program. The Contractor will incorporate improved building envelope components, including windows and doors with sound transmission class (STC) rating of between 30-40. Any building opening, existing or related to the rehabilitation work, will be sealed with caulking wherever it is not completely sealed by normal construction methods (e.g., tape and joint compound). Areas of penetration, such as service lines (e.g., plumbing and gas lines), and electrical outlets will also be caulked airtight.

PAINTING	UNIT	LABOR COST PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Repair water damaged ceiling	SF			Remove all damaged materials such as insulation or drywall with a drywall saw. Cut back the drywall to the closest joists for attaching the replacement sheet. Attach 2- x 4-inch boards along the joists to provide a surface for the drywall screws, if needed. Cut a sheet of drywall to fit the gap, making sure it matches the thickness of the ceiling drywall. Use a drill and drywall screws to attach the drywall onto the ceiling. Apply tape and 3 coats of compound feathered out at least 8.” Sand ready for paint. Prime and paint the ceiling.
Patch Drywall	SF			Cut back defective drywall 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.” Sand ready for paint. .
Minor painting projects – interior – patch or fix holes or cracks in drywall	SF			WALL SURFACE PREPARATION: Remove & dispose of all loose material and dust prior to installation of new materials. All cracked or loose material to be repaired with a bedding coat of Durabond & fiberglass mesh tape. Replace with drywall patch if needed (as detailed above). CEILINGS & WALLS: Prime as necessary to seal stains, raw plaster, etc. Paint ceilings two coats in flat ceiling white & walls in eggshell or satin finish cut in neatly to trim & at all corners & edges. TRIM REPAIR: Repair all trim as necessary with a stainable wood filler shaped and sanded to match existing cross-sections exactly. PAINTED TRIM AND DOORS: prep by de-glossing painted trim prior to finish painting. Apply two coats of latex semigloss paint to cover completely & uniformly. NATURAL TRIM & DOORS: Clean and prep all trim. Rub down and remove all paint, marks, dirt & blend finish in areas where it has been removed. Coat all trim using a combination stain/water based polyurethane finish. PAINTS: Use Sherwin-Williams or approved best grade paints and primers meeting the Green Seal G-11 Environmental Standard. Match existing color as close as possible. All work to

				be done in a neat and professional manner. Use care to protect all surfaces not intended for paint coverage
Minor painting projects – exterior	SF			WALL SURFACE PREPARATION: Remove and properly dispose of loose materials. Stabilize surface prior to paint application by securing, replacing or repairing all loose, broken, rotted, or deteriorated materials to provide a sound surface for paint application.) PAINT: Use a 25-year or better paintable low-VOC caulk matched for color to fill all cracks, voids, holes, etc prior to painting. Apply a compatible exterior-low VOC primer to all bare areas. Apply two coats of quality exterior low-VOC paint to specified wood. All paints and primers must meet the Green Seal G-11 Environmental standard. Match existing color as close as possible. All work to be done in a neat and professional manner. Use care to protect all surfaces not intended for paint coverage.
Caulking – Silicone for waterproof projects (bathroom, kitchen, exterior)	LF			Caulk in accordance with manufacturer’s instructions, using silicone caulk, such as GE All-purpose window and door silicone weatherproof sealant, or equivalent. https://www.homedepot.com/p/GE-All-Purpose-Silicone-1-Caulk-10-1-oz-Window-and-Door-Sealant-White-2749483/317804562
Caulking - Acrylic Latex (wood)	LF			Caulk in accordance with manufacturer’s instructions, using acrylic latex caulk, such as Alex Painter's all-purpose acrylic latex caulk, or equivalent. https://www.homedepot.com/p/DAP-Alex-Painter-s-10-1-oz-White-All-Purpose-Acrylic-Latex-Caulk-18609/100078928
PAINTING TOTAL:				

<i>ELECTRICAL: As per N.J.A.C., <u>ordinary repairs to a structure</u> can be made without obtaining a Construction Permit.</i>				
ELECTRICAL	UNIT	LABOR COST PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Replace GFCI receptacle	EA			Replace 15 Amp 125-Volt Duplex tamper resistant ground fault circuit interrupt (GFCI) outlet and matching cover plate, in accordance with manufacturer’s instructions, such as “Leviton” SmarTest Self-Test SmartlockPro Tamper Resistant GFCI Outlet (Model # R92-GFTR1-0KW), or equivalent. https://www.homedepot.com/p/Leviton-15-Amp-125-Volt-Duplex-SmarTest-Self-Test-SmartlockPro-Tamper-Resistant-GFCI-Outlet-White-R92-GFTR1-0KW/205996763
Replace standard receptacle	EA			Replace standard 15 Amp 125-Volt duplex receptacle and matching cover plate in accordance with manufacturer’s instructions, such as “Leviton” 15 Amp 125-Volt Tamper-Resistant Duplex outlet (Model # T5320-W), or equivalent https://www.homedepot.com/p/Leviton-15-Amp-Tamper-Resistant-Duplex-Outlet-White-T5320-W/100662608
Replace switch	EA			Replace 15 Amp Single-pole switch and matching cover plate in accordance with manufacturer’s instructions, such as “Leviton” (Model # R72-05601-2WS), or equivalent https://www.homedepot.com/p/Leviton-Decora-15-Amp-Single-Pole-Switch-White-R72-05601-

				2WS/100058788
Attic fan replacement	EA			Install Plug-in Gable mount attic fan in accordance with manufacturer’s instructions, such as “Master Flow” 1600 CFM Black EZ Cool Plug in Gable Mount Attic Fan (Model # EZCG2BL), or equivalent https://www.homedepot.com/p/Master-Flow-1600-CFM-Black-EZ-Cool-Plug-In-Gable-Mount-Attic-Fan-EZCG2BL/325182381
ELECTRICAL TOTAL:				
<p><i>Any other electrical work other than the items listed above shall be performed by a licensed electrical contractor and the required permits must be obtained. It will be necessary to supply to the Township a copy of the Electrician’s license, and the State of New Jersey Business Registration certificate for the Electrical contractor that you will use either with the Bid submission, prior to signing of contract or prior to work being started.</i></p>				

PLUMBING	UNIT	LABOR COST PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Replace damaged kitchen faucet	EA			Dispose of old faucet. Install new kitchen faucet in accordance with manufacturer’s instructions, such as: “Glacier Bay” McKenna Single-Handle Pull Down Sprayer Kitchen Faucet with Turbo Spray and Fast Mount (Model # HD67726W-1208D2), or equivalent. https://www.homedepot.com/p/Glacier-Bay-McKenna-Single-Handle-Pull-Down-Sprayer-Kitchen-Faucet-in-Stainless-Steel-with-TurboSpray-and-FastMount-HD67726W-1208D2/321132042
Replace damaged bathroom faucet	EA			Dispose of old faucet. Install new bathroom faucet in accordance with manufacturer’s instructions, such as “Glacier Bay” Builders 4 in centerset double handle low-arc bathroom faucet (Model # HD67091W-6B04), or equivalent. https://www.homedepot.com/p/Glacier-Bay-Builders-4-in-Centerset-Double-Handle-Low-Arc-Bathroom-Faucet-in-Brushed-Nickel-HD67091W-6B04/309237982
Unclog drains	EA			Inspect P-trap and eliminate any visible obstructions. Use plumbing snake to pull out any clog, if needed.
Install a hand-held or adjustable showerhead	EA			Install 7-spray wall mount handheld shower head in accordance with manufacturer’s instructions, such as “Waterpik” 1.8 GPM (Model # XDL-769ME), or equivalent. https://www.homedepot.com/p/Waterpik-7-Spray-Wall-Mount-Handheld-Shower-Head-1-8-GPM-in-Brushed-Nickel-XDL-769ME/314615961
Repair garbage disposal	EA			Push the reset button on the bottom of the disposal, investigate electrical system connected properly, unclog

				disposal jams, drain pipe clogs, or faulty seals in the mounting, hoses, or pipe connections. Repair faulty systems in accordance with best practices.
Replace garbage disposals (3/4 h.p.)	EA			Remove existing disposal from mounting unit. If new disposal does not fit with the old mounting assembly, remove the old sink flange and scrape off the old putty. Install garbage disposal sink flange and mounting bracket, such as: "InSinkEerator" Evolution 1300, 3/4 HP Garbage Disposal, Advanced Series EZ Connect Continuous Feed Food Waste Disposer (Model # EVOLUTION 1300), or equivalent https://www.homedepot.com/p/InSinkEerator-Evolution-1300-3-4-HP-Garbage-Disposal-Advanced-Series-EZ-Connect-Continuous-Feed-Food-Waste-Disposer-EVOLUTION-1300/326067216
Replace fill valve in toilet	EA			Install an anti-siphon fill valve. Replace fill valve and adjust water height to effect proper flushing action.
Replace toilet	EA			Dispose of existing toilet. Install toilet in accordance with manufacturer instructions, including adjusting the tank bolts to level the tank after installation, such as "Kohler," Elmbrook Revolution 360 Complete Solution 2-piece 1.28 GPF Single Flush Elongated Toilet (Model # 33201-0), or equivalent. https://www.homedepot.com/p/KOHLER-Elmbrook-Revolution-360-Complete-Solution-2-piece-1-28-GPF-Single-Flush-Elongated-Toilet-in-White-Seat-Included-33201-0/322194703
Replace toilet with comfort height model	EA			Dispose of existing toilet. Install toilet in accordance with manufacturer instructions, including adjusting the tank bolts to level the tank after installation. Such as "Kohler" Extra Tall Highline Arc Complete Solution 2-piece 1.28 GPF

				<p>single flush elongated toilet (Model # 78305-0), or equivalent. https://www.homedepot.com/p/KOHLER-Highline-Extra-Tall-Arc-Complete-Solution-2-piece-1-28-GPF-Single-Flush-Elongated-Toilet-in-White-Seat-Included-78305-0/320422533</p>
Replace Toilet Seat and Lid	EA			<p>Dispose of existing toilet seat. Install top mounted toilet seat and lid. Such as “Kohler,” Elongated Quiet-Close Closed Front Toilet Seat (Model # K-20454-0), or equivalent. https://www.homedepot.com/p/KOHLER-Elongated-Quiet-Close-Closed-Front-Toilet-Seat-in-White-K-20454-0/315509180</p>
Replace hot water heater (gas)	EA			<p>Licensed plumber and permits required. Dispose of old water heater in code legal dump. Install 40-gallon gas water heater tank, insulated to R-7, with at least a 6-year warranty, in accordance with manufacturer’s instructions. Type, such as “Rheem,” Performance 40 Gallon tall 6-year 36,000 BTU Natural Gas Tank Water Heater, (Model # XG40T06EC36U1), or equivalent. Permit must be closed out prior to payment. https://www.homedepot.com/p/Rheem-Performance-40-Gal-Tall-6-Year-36-000-BTU-Natural-Gas-Tank-Water-Heater-XG40T06EC36U1/326590302</p>
Replace hot water heater (electric)	EA			<p>Licensed plumber, licensed electrician, and permits required. Dispose of old water heater in code legal dump. Install 40-gallon electric water heater tank, insulated to R-7, with at least 6-year warranty, in accordance with manufacturer’s instructions. Type, such as “Rheem,” 4500-watt elements medium electric water heater with 6-year tank warranty and 240 volts (Model # XE40M06ST45U1),</p>

				or equivalent. Install disconnect, if required. Permit must be closed out prior to payment. https://www.homedepot.com/p/Rheem-Performance-40-Gal-4500-Watt-Elements-Medium-Electric-Water-Heater-with-6-Year-Tank-Warranty-and-240-Volt-XE40M06ST45U1/326434008
PLUMBING COST TOTAL:				
<i>Any plumbing work that is required by law to be performed by a plumbing contractor, including other work not listed above, shall be performed by a licensed plumbing contractor and the required permits must be obtained. It will be necessary to supply to the Township a copy of the Plumber's license and the State of New Jersey Business Registration certificate for the Plumbing contractor that you will use either with the Bid submission, prior to signing of contract or prior to work being started.</i>				

MISCELLANEOUS	UNIT	LABOR COST PER UNIT	MATERIAL COST	MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS
Replace HVAC air filters	EA			Properly dispose of old air filter. Replace air filter in accordance with manufacturer's instructions using a new allergen, bacteria and virus electrostatic pleated furnace air filter, such as "Filtrete" MERV 12 1500 MPR (Model #2012DC-9), or equivalent. https://www.lowes.com/pd/Filtrete-1500-MPR-Allergen-Bacteria-and-Virus-Common-24-in-x-24-in-x-1-in-Actual-

				23-81-in-x-23-81-in-x-0-78-in-Electrostatic-Pleated-Air-Filter/3514386?idProductFound=false&idExtracted=false
Install battery operated smoke detectors	EA			Install 10 Year Worry-Free Smoke Detector, Lithium Battery Powered, Smoke Alarm in accordance with manufacturer’s instructions, such as “Kidde” (Model # 21030869), or equivalent. https://www.homedepot.com/p/Kidde-10-Year-Worry-Free-Smoke-Detector-Lithium-Battery-Powered-Smoke-Alarm-21030869/203728679
Install battery operated smoke/carbon monoxide smoke detectors	EA			Install 10-Year Worry Free Smoke & Carbon Monoxide Detector, in accordance with manufacturer’s instructions, such as “Kidde” Lithium Battery Powered with Photoelectric Sensor (Model # 21029899), or equivalent https://www.homedepot.com/p/Kidde-10-Year-Worry-Free-Smoke-Carbon-Monoxide-Detector-Lithium-Battery-Powered-with-Photoelectric-Sensor-21029899/203525030
Conduct radon detection test	EA			Conduct radon detection test in accordance with manufacturer’s instructions. Ship test kit with information sheet, radon sampler, and payment. “Labtech” radon detection test kit, Model #LT5110, or equivalent.
Unique or Atypical Items Not Identified Herein				For replacement of items, install material equivalent to existing conditions, in accordance with manufacturer’s instructions. For repairs of existing items, the Contractor shall use best practices to correct all deficiencies and code issues. For permitting work, permit must be closed out prior to payment.
MISCELLANEOUS TOTAL:				



Lead Safe Housing Requirements Screening on Exemption or Limited Exemption

This worksheet should be placed in the project file for any residential property that is assisted with Federal funds. Parts 1-3 should be completed for all projects. Read the footnotes for additional information.

Property Owner and Address: _____

Part 1: Exemptions from Lead Safe Housing Rule including Lead Disclosure

If the answer to any of the following questions is yes, the property is exempt from all requirements of 24 CFR Part 35 (Lead Safe Housing Rule), including Disclosure and provision of the Protect Your Family Pamphlet (Subpart A). The regulatory citation of each exemption is cited as additional guidance.

Question	Citation	Yes	No
❖ Was the property constructed after January 1, 1978?	[35.86, 115]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Is this a zero-bedroom unit? (e.g. SRO, efficiency)	[35.86, 115]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Is this dedicated elderly ¹ housing? (i.e. over age 62)	[35.86, 115]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Is this housing dedicated for the disabled? ²	[35.86, 115]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ For lease transaction, has a paint inspection conducted in accordance with 35.1320(a) established that the property is free of lead-based paint? The date of the original paint inspection was _____. An optional paint inspection conducted on _____ confirmed this prior finding.	[35.82, 115]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Is this a short-term lease of 100 days or less, where no lease renewal or extension can occur?	[35.82]	<input type="checkbox"/> YES	<input type="checkbox"/> NO

¹Defined as retirement communities or similar types of housing reserved for households composed of one or more persons over age 62, or other age if recognized by a specific Federal housing assistance program.

However, if a child under age 6 resides or is expected to reside in such a unit, the unit is not exempt.

²The housing must be a residential property designated exclusively for persons with disabilities, defined as any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of impairment, or is regarded by others as having such an impairment. However, if a child under age 6 resides or is expected to reside in such a unit, the unit is not exempt.

Part 2: Exemptions from Lead Safe Housing Rule Subparts B-R Only

If the answer to any of the following questions is yes, the property is exempt from the requirements of 24 CFR Part 35 Subparts B-R. The property must still follow disclosure requirements. The regulatory citation of each exemption is cited as additional guidance.

Question	Citation	Yes	No
❖ Has all lead-based paint in the property been identified and removed (no encapsulation or enclosure), and has clearance been achieved as cited below? <ul style="list-style-type: none"> ▪ Clearance was achieved prior to September 15, 2000, and the work was done in accordance with 40 CFR Part 745.227(b). ▪ Clearance was achieved after September 15, 2000, and the work was done in accordance with 24 CFR Part 35.1320, 1325 and 1340. 	[35.115(a)(5)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Will a currently vacant unit remain vacant until it is demolished?	[35.115(a)(6)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Is the property used for non-residential purposes? ³	[35.115(a)(7)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Are emergency actions immediately necessary to safeguard against imminent danger to human life, health or safety, or to protect the property from further structural damage (e.g. after natural disaster or fire)? (Note: Only the emergency actions are exempt.)	[35.115(a)(9)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Will all rehab exclude disturbing painted surfaces?	[35.115(a)(8)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Is the assistance for emergency housing or foreclosure prevention for a particular unit, where the assistance ends no later than 100 days after the initial payment or assistance? If yes, Subpart K requirements do not apply. ⁴	[35.115(a)(11)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO

³ Except that spaces such as entryways, hallways, stairways, etc. serving both residential and non-residential uses in a mixed-use property are not exempt.

⁴ When a household is provided short-term emergency leasing assistance and will occupy a unit for less than 100 days, the unit is exempt from lead paint regulations. This emergency leasing exemption is attached to the unit, not the family, and is a one-time exemption. After being assisted for a total of 100 consecutive days, the unit becomes subject to regular Subpart K requirements. Multiple families cannot be cycled through the same unit at intervals of less than 100 days under this exemption.

Part 3: Limited Exemptions from Specific Hazard Reduction Requirements

The HUD Final Rule allows for limited exemptions from specific requirements due to the characteristics of the rehabilitation work, the structure, or the occupants. If the answer to any of the following questions is yes, the grantee and/or occupant **may** waive certain requirements as described below. The other requirements of the LSHR will still apply.

Question	Citation	Yes	No
<p>❖ For minor maintenance or repair work, is the amount of painted surface to be disturbed below de minimis levels, as defined below?</p> <p>If yes for all areas/sizes, lead safe work practices and clearance are not required in that work area.</p>	[35.1350(d)(1-3)]		
<ul style="list-style-type: none"> ▪ Less than 20 square feet on an exterior surface 	[35.1350(d)(1)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<ul style="list-style-type: none"> ▪ Less than 2 square feet in any single interior room⁵ 	[35.1350(d)(2)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<ul style="list-style-type: none"> ▪ Less than 10% of surface area of an interior/exterior component⁵ 	[35.1350(d)(3)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>❖ Is the unit occupied by an elderly person(s)?</p> <p>If yes, relocation of the elderly occupant(s) is not required if complete disclosure of the nature of the work is provided and informed consent is obtained prior to rehabilitation.</p>	HUD Interpretive Guidance, April 16, 2001, # J-24	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>❖ Is a unit that is subject to abatement requirements listed or eligible for listing on the National Register of Historic Places, or does it contribute to a National Register Historic District?</p> <p>If yes, the State Historic Preservation Office may request that interim controls be implemented rather than abatement. Ongoing maintenance and re-evaluation are required.</p>	[35.115(13)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I have evaluated the site and property, the work specifications, and interviewed the occupants. In my professional opinion, this unit qualifies for the indicated exemption(s).

Signature

Date

Print Name

⁵ To be exempt from safe work practices, the area of deteriorated paint in an interior room cannot exceed a total of 2 square feet OR 10% of a component with a small surface area, such as interior window sills, baseboards and trim. In other words, both thresholds always apply. For example, living room baseboards with 3 square feet of deteriorated paint cannot be exempted on the grounds that the 3 square feet constitutes less than 10% of the component. Similarly, deteriorated paint of an area of less than 2 square feet is not considered below the de minimis level if the area exceeds 10% of a small component, such as a windowsill.

TOWNSHIP OF CHERRY HILL
Second Tier Environmental Review Form for
Handy Helper Home Repair Program

Name of Owner: _____ Age of Dwelling: _____

Address of Property _____ Block/Lot _____

Case File: _____

Scope of Proposed Work:

I. OVERVIEW OF FEDERAL LAWS AND REGULATIONS

The National Environmental Policy Act of 1969 (NEPA) requires federal agencies to review the effects of projects they carry out, approve, or fund before making decisions that could have an adverse impact on historic sites, the environment, and the health of residents. Cherry Hill Township, as the grantee of CDBG funds from the U.S. Department of Housing and Urban Development (HUD), is considered the Responsible Entity (RE) who is required to assume the responsibility of completing an environmental review of all activities prior to obligating CDBG funds.

HUD rules and regulations that govern the environmental review process for grantees can be found at 24 CFR Part 58. Even though some activities are categorically excluded from NEPA requirements because they are highly unlikely to have any direct impact on the environment, the Township must nevertheless demonstrate compliance with the laws, authorities and Executive Orders, by conducting this environmental review. It must be completed prior to committing, obligating, or expending any funding on a project.

II. FIRST TIER ENVIRONMENTAL REVIEW

The Township has conducted a broad first tier review for the Handy Helper Home Repair Program. When specific sites for program activities are identified, a second- tier review is conducted, as set forth below. This form is utilized for this purpose.

III. SECOND TIER ENVIRONMENTAL REVIEW

The level of review is dependent on the type of activity. ‘Maintenance’ activities are considered categorically excluded and not subject to 24 CFR §58.5, while ‘rehabilitation’ activities are considered categorically excluded subject to 24 CFR §58.5. *See attached Notice CPD-16-02 and Table for explanation.*

IV. COMPLIANCE CRITERIA

See attached Notice CPD-16-02 and Table for explanation of Maintenance vs. Rehabilitation work.

A. FOR MAINTENANCE PROJECTS (CENST §58.5)

24 CFR §58.6: ‘Maintenance’ activities require review of Flood Insurance, Coastal Barrier Resources, and Airport Hazards. Complete table below.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<i>None in the vicinity.</i>
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<i>None in the vicinity.</i>
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<i>Flood insurance not required for Handy Helper activity. HUD Guidance states flood insurance is not required for a federal project consisting of minor repairs if all aggregated repairs cost less than National Flood Insurance Program’s maximum deductible of \$10,000. See: https://www.hudexchange.info/programs/environmental-review/flood-insurance/</i>

This activity is Exempt from §58.5 review or Categorically Excluded Not Subject to Section 58.5 pursuant to 24 CFR Part 58.34(a) and 58.35(b). I will add the address to the list of properties in the Handy Helper Maintenance Activities Environmental Review Record in HEROS.

Preparer Signature: _____ Date: _____

Name/Title: _____

Comments

B. FOR REHABILITATION PROJECTS (CEST §58.5)

24 CFR §58.5: ‘Rehabilitation’ activities require review of Flood Insurance, Coastal Barrier Resources, Airport Hazards, Air Quality, Coastal Zone Management, Endangered Species, Environmental Justice, Explosive & Flammable Facilities, Farmlands Protection, Floodplain Management, Historic Preservation, Noise Abatement & Control, Site Contamination, Sole Source Aquifers, Wetlands Protection, Wild and Scenic Rivers.

I completed the §58.5 Environmental Review in HEROS.

Preparer Signature: _____ Date: _____

Name/Title: _____

Comments

NOTE: This Environmental Review record shall be kept in the file for each client being assisted.



U.S. Department of Housing and Urban Development
Community Planning and Development

Special Attention of:

Regional Directors
Field Office Directors
CPD Division Directors
Regional Environmental Officers
Responsible Entities
Healthcare Directors
PIH Staff
Public Housing Agencies
Program Environmental Clearance Officers
Multifamily Office Directors
Multifamily Regional Center Directors
Multifamily Satellite Office Directors

Notice: CPD-16-02

Issued: February 8, 2016

Expires: This Notice is effective until amended, superseded, or rescinded.

Supersedes: March 28, 2006 CPD policy memorandum on this subject

SUBJECT: Guidance for Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulations, 24 CFR Parts 50 and 58

I. Purpose and Background

This Notice provides guidance on categorizing an activity as maintenance for purposes of compliance with HUD's environmental regulations, 24 CFR Parts 50 and 58. Under 24 CFR 50.19(b)(13) and 58.35(b)(3), maintenance is categorically excluded from environmental assessment under the National Environmental Policy Act (NEPA) and not subject to compliance requirements of the related federal environmental laws in 24 CFR 50.4 and 24 CFR 58.5, including the National Historic Preservation Act of 1966. Similarly, 24 CFR 50.19(b)(21) excludes refinancing of HUD-insured mortgages from NEPA and the related laws if associated physical impacts are limited to routine maintenance, and do not include new construction or rehabilitation. HUD-assisted maintenance activities do not affect the environment, and do not require compliance with federal environmental laws, other than the Coastal Barrier Resources Act¹ and sometimes the National Flood Insurance Program. The Responsible Entity (RE) or HUD reviewer must make a determination of the level of environmental review required for every project and document it in the Environmental Review Record (ERR) before any project activities may occur, including activities determined to be Categorically Excluded and not subject to related laws under the provisions of this Notice.

¹ The Coastal Barrier Resources Act prohibits HUD assistance in the designated Coastal Barrier Resources System.

II. Applicability

This Notice applies to HUD activities that require an environmental review. HUD activities include grants, loans, financing, subsidies, insurance, and approvals. Some HUD activities do not require an environmental review.² The guidance in this Notice describes how Responsible Entities and HUD reviewers should interpret maintenance in the environmental review of HUD-assisted, HUD-insured, and HUD-subsidized activities, including those in Community Planning and Development (CPD), Housing, and Public and Indian Housing (PIH). It is not meant to define maintenance for other program purposes.

When making an environmental determination, distinguishing between maintenance activities and more extensive repair and rehabilitation activities requires careful consideration. The information provided below will assist in determining whether an activity is maintenance and therefore exempt from further environmental review, or, if it is rehabilitation and therefore requires further environmental review, which in most cases will be review under the authorities other than NEPA listed in 24 CFR 50.4 and 58.5.

III. Discussion

In general, maintenance activities slow or halt deterioration of a building and do not materially add to its value or adapt it to new uses. Sometimes, maintenance of a building feature or system requires periodic replacement of individual component parts that are subject to normal wear and tear. While maintenance is often budgeted as an operating expense, and repairs and rehabilitation are treated as capital expenses, it is the nature of the activity itself, not its budget category that determines whether it qualifies as maintenance for environmental review purposes.³ Simultaneous maintenance work in multiple units or buildings is still considered maintenance.

² Consult Program Environmental Clearance Officers (PECOs) for information on which program activities do not require environmental review. For example, issuance of Single Family FHA mortgage insurance in the 203(k) program does not require environmental review. For some programs, like Multifamily Section 223(a)(7) refinancing transactions, the environmental review can be done on a programmatic basis so that individual reviews are not necessary.

³ For example, Public Housing activities assisted with Capital Funds and Operating Funds are subject to environmental review requirements pursuant to 24 CFR 905.308(b)(2) and 24 CFR 990.116 respectively. Although minor repairs and replacements are often budgeted as a PIH operating expense in accordance with section 9(g) of the United States Housing Act of 1937, some minor repairs and replacements may be considered rehabilitation for environmental review purposes. Likewise, nonroutine maintenance as defined in 24 CFR 905.200(b)(5) is not maintenance for environmental review purposes. In addition, the following activities are not considered maintenance in PIH assisted programs: (1) Modernization (as defined in 24 CFR 905.200(b)(4), (5), (6), (9), (11), (12)(ii) and (vii)(A), (B), and (E), (14)(iii), (iv), (v), and (vi) and (18) and (2) Development activities (as defined in 24 CFR part 905, subpart F). If maintenance activities are done as part of a broader modernization or development activity, then the entire activity would generally be considered as modernization or development and not maintenance for purposes of environmental review compliance.

For environmental review purposes, deferred maintenance that has resulted in a need for extensive repairs and rehabilitation does not qualify as maintenance. If items that would otherwise be considered maintenance are done as part of an extensive remodeling or renovation of a building that amounts to rehabilitation, the entire job is considered rehabilitation. Depending on the extent of damage, activities performed after a disaster event will typically not be considered maintenance.

General examples of maintenance activities for environmental review purposes:

- (1) Cleaning activities;
- (2) Protective or preventative measures to keep a building, its systems, and its grounds in working order;
- (3) Replacement of appliances that are not permanently affixed to the building;
- (4) Periodic replacement of a limited number of component parts of a building feature or system that are subject to normal wear and tear;
- (5) Replacement of a damaged or malfunctioning component part of a building feature or system. (Replacement of all or most parts or an entire system is not maintenance.)

For specific examples of activities that do and do not qualify as maintenance, see the attached Table. Responsible Entities and HUD reviewers should use the Table and the general examples above, taking into account the scope and extent of the activity, to properly categorize activities as maintenance for environmental review purposes.

IV. Scope of Review for Rehabilitation

When a Responsible Entity or HUD reviewer makes a determination that project activities are rehabilitation and therefore require compliance with related environmental laws and authorities, the scope of the environmental review may be limited if the work is minor and does not involve ground disturbance. Consult Regional Environmental Officers, Field Environmental Officers, and Program Environmental Clearance Officers for information and examples of Environmental Review Record documentation for limited reviews. The scope of an environmental review relates to the nature and extent of the rehabilitation activities. Some activities, especially those limited to interior spaces, may not have the potential to affect the natural environment, and therefore not require analysis under some of the related laws and authorities like those addressing Wild and Scenic Rivers, Endangered Species, Farmland Protection, or Protection of Wetlands. A reviewer can quickly document such instances in the Environmental Review Record, and focus effort and further analysis on those environmental areas that may be impacted by a project. In residential rehabilitation, those typically include Floodplain Management, Historic Preservation, Noise Abatement, Toxic Chemicals and Radioactive Materials. Historic Preservation review (Section 106) may be expedited through Programmatic Agreements and other program alternatives.

It is also possible to group multiple years of expected activities into one environmental review. For instance, rehabilitation activities could be outlined in a 5-year environmental review for a property and be reviewed once, without requiring individual reviews each time a single activity occurs during the time period.

If you have any questions about this Notice, please contact your [Regional Environmental Officer](#) or Nancy Boone at Nancy.E.Boone@hud.gov , or phone (202) 402-5718.

**EXAMPLES OF MAINTENANCE ACTIVITIES vs. REHABILITATION ACTIVITIES
FOR ENVIRONMENTAL REVIEW PURPOSES**

Feature or System	Maintenance Activities ⁴	Rehabilitation Activities ⁵
Site	<ul style="list-style-type: none"> • lawn care (litter pickup, mowing, raking), trimming trees and shrubs • snow/ice removal • neighborhood cleanup • application of pavement sealants, parking lot restriping, directional signage or marking for handicapped accessibility • repair of cracked or broken sidewalks 	<ul style="list-style-type: none"> • new landscaping throughout an area • construction of new walkways, driveways or parking areas, or replacement thereof
Building Exterior	<ul style="list-style-type: none"> • cleaning and fixing gutters and downspouts • repainting previously painted surfaces (including limited wet scraping and low-pressure washing) • replacing deteriorated section of siding • removal of graffiti 	<ul style="list-style-type: none"> • cleaning masonry or stripping painted surfaces by sandblasting, acid wash, or high pressure washing • applying new exterior siding
Roof	<ul style="list-style-type: none"> • fixing leaks • application of waterproof coating to a flat roof • replacement of deteriorated flashing • in-kind replacement of loose or missing shingles or tiles 	<ul style="list-style-type: none"> • complete replacement of roof with new shingles, tiles, roll roofing, membrane, or new metal roof • installation of solar panels
Windows and Doors	<ul style="list-style-type: none"> • washing windows • caulking, weather stripping, re-glazing windows and doors • fixing broken windowpane(s), storm window(s) or damaged entry door • replacing broken door lock • replacing a vandalized entry door to restore security of a building or unit • replacing a single severely damaged window to match • annual switch out of storm and screen panels 	<ul style="list-style-type: none"> • replacement of windows • replacement of exterior doors • adding storm windows or storm doors
Interior Walls and Ceilings	<ul style="list-style-type: none"> • patching or mending cracked plaster • patching or fixing holes or cracks in drywall • replacing stained ceiling tiles • painting or wallpapering 	<ul style="list-style-type: none"> • installation of new drywall or paneling • installation of new acoustical ceiling • installation of dropped ceilings
Flooring	<ul style="list-style-type: none"> • cleaning floors • stripping wooden floors and resealing • installation or replacement of carpeting or vinyl flooring* 	<ul style="list-style-type: none"> • installation of new wood floor

* These maintenance items may require purchase of flood insurance if they occur in a Special Flood Hazard Area (SFHA), and costs exceed the standard deductible for the specific type of structure or unit under the National Flood Insurance Program (NFIP).

Feature or System	Maintenance Activities ⁴	Rehabilitation Activities ⁵
Circulation	<ul style="list-style-type: none"> • in-kind replacement of broken stair treads or balusters • inspection and servicing of elevators 	<ul style="list-style-type: none"> • rebuilding stair or constructing new stair • installation of new access ramp • elevator replacement
Kitchen	<ul style="list-style-type: none"> • replacement of stoves, refrigerators, and microwaves* • replacing cabinet hardware* 	<ul style="list-style-type: none"> • complete or substantial kitchen remodel
Bathroom/Laundry	<ul style="list-style-type: none"> • unclogging sink or toilet • replacing deteriorated toilet in an occupied housing unit* • replacing broken medicine cabinet* • replacing washing machines and dryers* • installation of grab bars 	<ul style="list-style-type: none"> • complete or substantial bathroom remodel
HVAC	<ul style="list-style-type: none"> • servicing and maintenance of mechanical systems • changing air filters • cleaning air ducts • installing or replacing a window air conditioner • replacing a malfunctioning part of a HVAC system like a thermostat * 	<ul style="list-style-type: none"> • installation of new furnace or heat distribution system • installation of central air conditioning
Electrical/Lighting	<ul style="list-style-type: none"> • changing light bulbs • replacing malfunctioning light fixture, electrical switch or outlet* 	<ul style="list-style-type: none"> • major rewiring of building • installation of new electrical service • replacing or moving electrical panels
Plumbing	<ul style="list-style-type: none"> • fixing plumbing leaks* • repairing damage from frozen pipes* • repairing water or sewer connection within existing utility trench alignment • replacing malfunctioning water heater* 	<ul style="list-style-type: none"> • installation of new plumbing system • new water or sewer connection
Security	<ul style="list-style-type: none"> • repair of security alarm systems • boarding up a vacant building with protective plywood • installation of temporary security fencing • installation of security devices needed for an individual health facility patient 	<ul style="list-style-type: none"> • installation of permanent security bollards • installation of new security alarm system
Life Safety	<ul style="list-style-type: none"> • servicing smoke, fire and CO2 detectors • installation of smoke, fire and CO2 detectors 	<ul style="list-style-type: none"> • making substantial physical changes to a building to comply with fire and life safety codes • installing fire suppression system
Pest Infestation	<ul style="list-style-type: none"> • pest inspection/treatment 	

⁴ Categorically Excluded from NEPA and not subject to the related authorities listed in 24 CFR 50.4 and 58.5, unless Extraordinary Circumstances apply pursuant to 24 CFR 50.19(a) or 58.35(c).

⁵ Generally Categorically Excluded from NEPA and generally require review under related authorities listed in 24 CFR 50.4 and 58.5, but an RE or HUD reviewer may make a determination that an Environmental Assessment or Environmental Impact Statement is required due to individual project circumstances.



WORK WRITE - UP FORM

APPLICANT: _____

CASE FILE: _____

ADDRESS: _____

YEAR OF CONSTRUCTION: _____

NAME OF INSPECTOR: _____

DATE OF INSPECTION _____

PROPOSED SCOPE OF WORK:

1. _____

2. _____

3. _____

4. _____

5. _____

ADDITIONAL NOTES:

SPECIAL CIRCUMSTANCES: _____

PERSONS IN ATTENDANCE AT WALK THROUGH: _____

PHOTOS OF EXISTING CONDITIONS ARE IN THE CLIENT FILE.

LEAD SAFE HOUSING RULE TOOLKIT IS COMPLETE.

Signature of Housing Inspector

Date



WORK AUTHORIZATION FORM

APPLICANT: _____ CASE FILE: _____

ADDRESS: _____ YEAR OF CONSTRUCTION: _____

SCOPE OF WORK:

1. _____

2. _____

3. _____

4. _____

5. _____

ADDITIONAL NOTES:

PROPERTY OWNER AUTHORIZATION TO PROCEED:

I authorize the Township of Cherry Hill's Handy Helper Home Repair Program Contractor(s) to perform the work at my residence. By signing this form, I am authorizing the above listed work. I understand that there is a project cost limit and all proposed work items may not be completed. I release the Township and its employees from any potential liability associated with performing this requested work on my behalf.

Signature of Property Owner

Date

PROGRAM ADMINISTRATOR AUTHORIZATION TO PROCEED:

Please check all boxes and Sign

- PHOTOS OF EXISTING CONDITIONS ARE IN THE CLIENT FILE
- LEAD SAFE HOUSING RULE TOOLKIT IS COMPLETE
- ENVIRONMENTAL REVIEW IS COMPLETE
- RECEIVED CONTRACTOR COST ESTIMATE

Contractor is authorized to perform the above scope of work.

Signature of Program Administrator

Date



FINAL REVIEW & INSPECTION FORM

PROPERTY OWNER SIGNATURE

The work items on page one are complete. Comments, if any:

Signature of Property Owner

Date

HOME INSPECTOR SIGNATURE

The work items on page one have been inspected and found to be complete. Comments, if any:

PHOTOS OF COMPLETED WORK ARE IN CLIENT FILE

Signature of Housing Inspector

Date



CHANGE ORDER REQUEST

Applicant Name(s): _____

Client Number: _____

Address: _____

Date: _____

I am requesting an amendment to the work authorization to allow the selected Handy Helper Home Repair contractor to perform: () additional work or () alternative work, as follows:

I request the Township of Cherry Hill to authorize this Change Order Request. I understand that the total amount of improvements cannot exceed the maximum grant amount allowable under the program guidelines, that the Township may request reasons/circumstances to support the requested new or changed work, and that the proposed changes are not considered approved unless signed below by all three parties below.

Applicant Name, Signature

Date

Contractor Name, Signature

Date

Approved by Name, Signature (Authorized Official)

Date

7/2025	HANDY HELPER CHECKLIST		
	Applicant Name _____ CLIENT ID# _____	DONE?	DATE/ COMMENTS
1	Stamp date received on top of application & submitted documents.		
2	Provide Applicant with Lead Based Paint and Noise Notices and have them sign		
3	Assign Client ID# and enter client into excel spreadsheet		
4	Review Application for Completeness		
5	Add client demographics into Handy Helper excel spreadsheet		
6	Verify Applicant is Owner in SDL, & Taxes are current		
7	Verify Income Eligibility using HUD Exchange and Put Income Summary Form in Client File		
8	Send Letter of Income Eligibility/ Ineligibility to Applicant		
9	Inspect Property, Prepare Work Write-Up		
10	Complete Lead Safe Housing Rule Toolkit		
11	Obtain cost estimate from Contractor		
12	Prepare Environmental Review Record (ERR) as part of Project Eligibility based on proposed work		
	Maintenance ERR paper copy in file & address in HEROS		
	Rehabilitation ERR in HEROS		
13	Program Administrator and Client Sign Work Authorization		
14	Send Work Authorization to Contractor		
15	Review and approve any requested change orders		
16	Amend ERR if nature of work has changed		
17	Contractor conducts work within 30 days of receipt of Work Authorization		
18	Conduct Inspection of Work, verify compliant with lead safe rules, & Client and Inspector Sign Work Inspection Form		
19	Contractor sends Invoice within 30 days of work completion		
20	Send Invoice and Signed Work Inspection to Comm Dev. Manager for review and preparation of P.O.		
21	Contractor and Comm Dev Manager Signs P.O. and Sends to Finance Office for Payment		
22	Upon project completion, remove any duplicates and scan entire final client file into electronic files		
23	File hard copy of client files in filing cabinet in order of client ID, by Handy Helper Contractor Contract Year		