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CITY OF DANBURY
DANBURY, CONNECTICUT 06810

HEALTH AND HOUSING DEPARTMENT
155 DEER HILL AVENUE

(203) 797-4625
FAX (203) 796-1596

December 8, 2004

The Honorable Mark D. Boughton, Mayor
President Vincent P. Nolan and Members of the Common Council
155 Deer Hill Avenue
Danbury, Connecticut

Dear Mayor Boughton, President Nolan and Council Members:

Enclosed for your consideration is a Memorandum of Understanding between the Connecticut Children's Medical Center (CCMC) and the City of Danbury regarding the LAMPP (Lead Action for Medicaid Primary Prevention) Project. This memorandum has been reviewed by the Office of the Corporation Counsel and is presented for your approval upon their recommendation.

The memorandum formalizes our working arrangements with CCMC to provide lead poisoning prevention services to Danbury residents through the LAMPP program. Information on the LAMPP program was originally provided at the March, 2004 Council meeting. The State of Connecticut was awarded \$5,600,000.00 in Federal grant funds for lead hazard reduction, which it chose to distribute through the LAMPP consortium run by CCMC. Danbury was invited to participate in the LAMPP consortium as one of six target communities.

The City will not receive any direct funding under this program, but our participation enables Danbury residents to be eligible for assistance directly from LAMPP. Services included counseling to families of children with high blood lead levels, training of workers in lead-safe practices and financial assistance to property owners to abate lead hazards at their properties. Please note that the expenditures for our current housing code enforcement activities are reported as matching funds under the LAMPP program and that no new City expenditures are required as the result of our participation. Associate Director Paul Schierloh will serve as the department's liaison with LAMPP as part of his duties supervising housing code enforcement and lead poisoning prevention activities.

We have also enclosed the LAMPP application packet for property owners, which includes information on the assistance provided as well as the application form. We invite you to share this information with any of your constituents you think would benefit from this program.



Thank you for your consideration of this request and your support of efforts to prevent childhood lead poisoning in Danbury.

Yours truly,

A handwritten signature in black ink that reads "Thomas F. Draper, M.D., M.P.H." The signature is written in a cursive style with a large, sweeping initial 'T'.

Thomas F. Draper, M.D., M.P.H.
Director of Health (Acting)

cc: Dena R. Diorio, Director of Finance
Eric L. Gottschalk, Deputy Corporation Counsel
Paul Schierloh, Associate Director



LAMPP PROGRAM For PROPERTY OWNER

LAMPP will provide to the following:

- Financial assistance to address lead hazards, forgiven over 3 years.
- Average \$6,500 per unit assistance.
- Inspections and plans for lead hazard removal.
- Relocation assistance during hazard control work.
- Education for owners and tenants.
- Professional guidance and technical assistance throughout entire process.

Property Owner/ Landlord agrees to the following:

- Contribute \$600.00 per unit at time of contract signing.
- Assist with temporary relocation of occupants.

For period of 3 years owner agrees to:

- Give priority to families with children under age 6 when renting lead safe units.
- Maintain the units in accordance with the federal Housing Quality Standard
- Maintain affordable rent levels. (HUD Existing Fair Market Rent)*
- Rent units to low-income households as defined by HUD*.

OWNER PRE-APPLICATION

Mailing address: 282 Washington Street, Hartford, CT 06106 Phone number: (860) 545-9564

Office Location: Hartford Square West, 146 Wyllys Street, Hartford

Name of Owner/Applicant(s): _____ S.S. or Tax ID No. _____

Trust, Corporation, Partnership, Individual (Circle one)

Telephone Number: _____ Cell Phone: _____

E mail: _____ Fax Number: _____

Name of Authorized Signatory(s): _____

Mailing Address of Owner: _____

Number and Street or Box Number

City

Zip Code

Property Address: _____ No. Of Dwelling Units: _____

Year Built: _____ If unknown – Was it built before 1978? Yes _____ No _____

Please photocopy for more units

Unit Identity	Tenant Information	No. Of People in Household	Meets Income Eligibility *	Rent Per month	What Utilities Are Included?	No. of Bedrooms in unit
	Name: _____ Phone: _____ Cell: _____		Yes ___ No ___ Section 8 _____		___ Heat ___ Water ___ Electric ___ None	
	Name: _____ Phone: _____ Cell: _____		Yes ___ No ___ Section 8 _____		___ Heat ___ Water ___ Electric ___ None	
	Name: _____ Phone: _____ Cell: _____		Yes ___ No ___ Section 8 _____		___ Heat ___ Water ___ Electric ___ None	
	Name: _____ Phone: _____ Cell: _____		Yes ___ No ___ Section 8 _____		___ Heat ___ Water ___ Electric ___ None	

How many children under six years of age live in the building? _____

Have any of the resident children (under age 6) been found with lead levels of 10 µg/dL or above? () YES; () NO; () Unknown.

* See attached for town acceptable income levels for LAMPP.



Eligible Housing Units
City of Danbury

Occupant income must be below limits shown below.
All Medicaid and Section 8 recipients automatically meet income limits.

Rents must be within HUD Fair Market
Section 8 rents automatically qualify

Danbury

Occupant Income Limits

Family Size							
1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
\$40,250	\$46,000	\$51,750	\$57,500	\$62,100	\$66,700	\$71,300	\$75,900

Fair Market Rental Rates including utilities

Number of Bedrooms			
1	2	3	4
\$886	\$1,109	\$1,348	\$1,592

MEMORANDUM OF UNDERSTANDING
between
CONNECTICUT CHILDREN'S MEDICAL CENTER
and the
CITY OF DANBURY
Regarding the
LAMPP PROJECT

The US Department of Housing and Urban Development (HUD) has provided funding to the State of Connecticut Department of Social Services (DSS) for lead hazard control in priority housing in the form of two grant awards. The first award is the Lead-Based Paint Hazard Reduction Grant Program in the amount of \$3,000,000.00. The second award is the Lead Hazard Reduction Demonstration Grant Program in the amount of \$2,600,000.00. Through a contract DSS will be providing the funding received through the two grant awards to the Connecticut Children's Medical Center (CCMC) to operate the Lead Action for Medicaid Primary Prevention (LAMPP) project, an early intervention and preventive program to reduce residential lead hazards for low-income children under six years of age. The funding will be used to conduct risk assessments and inspections of housing units within targeted communities, provide lead hazard control education to families and property owners within targeted communities and provide property owners with financial assistance to rehabilitate housing units in targeted communities with identified lead hazards.

The target population for the CCMC-LAMPP project is Medicaid enrolled children under six years old who have elevated blood lead levels of 10 to 19 $\mu\text{g}/\text{dl}$ residing in targeted communities. The CCMC-LAMPP project will also work with the local health departments in targeted communities to refer any child with elevated blood levels whose family meets the income criteria for the HUD awards and with the local health, code enforcement, and community development departments in the targeted communities to refer property owners with eligible housing units in order to prevent children from getting elevated blood lead levels.

The City of Danbury, CT (Danbury) is a partner in the applications to HUD and one of the target communities for the HUD awards. Danbury maintains programs in lead poisoning prevention and regulation enforcement through its Health and Housing Department. Danbury supports housing preservation and improvement through enforcement of a housing code. Danbury anticipates expenditures for these programs to include \$96,923 as matching funds for the HUD awards during the project period.

CCMC and Danbury mutually set forth the following understandings on how to implement the CCMC-LAMPP project successfully and coordinate CCMC-LAMPP activities with Danbury's programs in order to benefit children and their families and to improve housing in the City of Danbury:

1. **Referral of children with elevated blood lead below 20 $\mu\text{g}/\text{dl}$** – Under state regulation, the Danbury Health and Housing Department receives notices of children with elevated blood lead. The Health and Housing Department will attempt to contact the child's family and inform them of CCMC-LAMPP services for income-eligible families and available funds to remediate lead hazards

in eligible housing. With the family's consent, Health and Housing Department staff will refer income-eligible families to CCMC. The Health and Housing Department will request that community agencies channel referrals for all other families through the department as well.

- 2. Response to children with elevated blood lead level of 20 µg/dl or above** – As required by state regulation, the Danbury Health and Housing Department will investigate sources of lead poisoning for any child with a blood lead level of 20 µg/dl or higher and inspect the child's housing for lead hazards. Health and Housing Department staff will provide education to the child's family regarding the impact of lead poisoning and what the family can do to protect the child from future exposure. The Health and Housing Department will order the property owner of the child's housing to submit an abatement plan and to abate identified lead hazards. Health and Housing Department staff will inform the property owner of funding available for eligible housing through the CCMC-LAMPP project, provide a CCMC-LAMPP preliminary application and refer the property owner to CCMC.

CCMC staff will keep the Health and Housing Department informed about the application status for properties under orders for abatement and endeavor to reach decisions about property eligibility and acceptance in a time frame consistent with the abatement order. CCMC will coordinate its CCMC-LAMPP project activity with the Health and Housing Department enforcement activity on the property.

- 3. Referral of property owners** – Danbury will integrate outreach and referral for the CCMC-LAMPP project into its housing code inspection and enforcement activities. The Health and Housing Department will outreach to community agencies that also come into contact with eligible families and property owners and inform the agencies about available CCMC-LAMPP assistance. Agencies will be asked to funnel requests through the Health and Housing Department to simplify the process and monitor response. Department staff will provide the CCMC-LAMPP preliminary application for financial assistance to interested property owners.
- 4. Response to referred children** – CCMC will provide in-home education to families referred and a visual risk assessment with dust wipes to identify lead hazards in the child's housing unit and common areas of the property. The written assessment report shall be in the form of a scope of work that identifies on a room/area basis each component that is a potential hazard and the actions required to control each hazard. Interim controls and standard treatments are to be specified whenever feasible, with alternatives for more permanent controls identified when preferred (e.g. window replacement). Dust wipe test results will be included. The report will clearly identify hazard control actions for the property owner to undertake or for a contractor to cost the items and submit a bid. CCMC will provide the assessment report to the family and to the property owner. CCMC will provide to the property owner education on the impact of lead on children and the property owner's responsibilities and potential liability. CCMC will encourage the property owner to apply for CCMC-LAMPP financial assistance for remediation of eligible properties. CCMC will notify the Danbury Health and Housing Department of services provided to the family and any CCMC-LAMPP application by the landlord.
- 5. Response to referred property owners** – CCMC will provide information about financial and technical assistance available from the CCMC-LAMPP project, program requirements and property owner responsibilities. Upon receipt of a CCMC-LAMPP preliminary application from the property owner, CCMC will determine eligibility for the property and priority ranking as applicable.
- 6. Properties accepted and approved by CCMC** - CCMC will (a) provide a lead inspection and/or

risk assessment for all eligible units and common areas on the property, (b) develop bid specifications for lead hazard reduction, (c) hold a building walk through for pre-qualified potential bidders, (d) accept bids on behalf of the property owner, (e) provide financial assistance through a contract with the property owner averaging around \$6,500.00 per housing unit (higher for units with abatement orders and single family houses), (f) develop and support temporary relocation plans as needed with the property owner and occupants, (g) provide construction supervision, and (h) provide clearance testing of each housing unit when lead hazard remediation activity is complete.

Danbury will conduct a housing code inspection of each property accepted and approved for CCMC-LAMPP financial assistance. Danbury will order the property owner and/or occupant to correct any violations of the housing code for which each is responsible. CCMC will require compliance with the Danbury housing code as a condition of receiving financial assistance. CCMC will coordinate code compliance activities and lead hazard control activities with the property owner and may, at the property owner's request, incorporate code compliance activity into the bid specifications for lead hazard control. The property owner must pay the costs for any code compliance work that is not included in lead hazard control activities.

CCMC will keep the Health and Housing Department informed of the status of lead hazard control activities on each property accepted for CCMC-LAMPP assistance.

7. **Child blood-lead testing** – The Danbury Health and Housing Department will refer families to community agencies that provide blood lead testing whenever a child living in a CCMC-LAMPP assisted housing unit has no established provider for the testing. CCMC will arrange for blood lead testing within the six month period preceding lead hazard control activities if community agencies are unable to provide the service.
8. **Training for construction workers, property owners and housing occupants** – CCMC will provide HUD-approved 8-hour training in lead-safe work practices for remodeling workers, property owners, maintenance workers, and painters in a location convenient to Danbury. CCMC will provide additional 2-hour training course(s) in lead-safe work practices for property owners, housing occupants and volunteers in housing rehabilitation programs. Timing and location of the training will be by mutual agreement. All training will be free to the participants.

Danbury Health and Housing Department will assist with recruiting participants for the training programs through their on-going programs, inclusion of notices about the training in routine communications with Danbury residents, property owners and contractors, and other means developed by Danbury programs.

9. **Registry of lead-safe housing** – CCMC and Danbury will work together to establish a common registry of lead-safe housing in Danbury. CCMC will add units funded through its program to the registry and work with Danbury to make the registry available to community agencies serving families with young children.
10. **Communications** – The Health and Housing Department will be the lead agency for the CCMC-LAMPP project in Danbury and be responsible for coordination of publicity, outreach to children, contact with landlords and intake of referrals.

CCMC staff will provide monthly information to Danbury on the status of the CCMC-LAMPP project, issues encountered and changes made to address issues. CCMC will schedule periodic joint

meetings with all CCMC-LAMPP partners in order to exchange information and gain insights in how to improve the project. With family consent, CCMC will inform Health and Housing Department staff of CCMC-LAMPP education and monitoring activities when working with a child with elevated blood lead. CCMC will inform the Health and Housing Department of properties for which the owners have applied for CCMC-LAMPP financial assistance. CCMC will provide periodic reports to Danbury on the status of CCMC-LAMPP assisted lead hazard control projects in Danbury.

The Health and Housing Department will keep CCMC informed of changes or additions to Danbury programs that may impact upon the CCMC-LAMPP project. Danbury program staff will inform CCMC-LAMPP staff about any problems or issues that arise in implementing the CCMC-LAMPP project or that Danbury residents, property owners, construction contractors or lead abatement contractors identify. Recommendations to improve CCMC-LAMPP implementation or coordination with Danbury programs will be forwarded to CCMC-LAMPP staff.

A staff member of the Danbury Health and Housing Department will serve on the DSS Oversight and Evaluation Committee for the HUD awards. Danbury will designate a primary contact person to serve as liaison with CCMC-LAMPP project as well as identify other staff who will be involve in CCMC-LAMPP related activities.

11. **Reports** – The Danbury Health and Housing Department will report expenditure of matching funds to CCMC quarterly by the 20th day of the month following the end of each calendar quarter. Danbury programs will maintain documentation sufficient to establish the matching expenditures should HUD review the DSS award activity, CCMC-LAMPP project and matching fund contributions.

CCMC will include in its reports to DSS and HUD the matching funds that are reported by Danbury. CCMC will provide copies of the DSS/HUD reports to Danbury.

The signatures below denote acceptance of and agreement with the above understandings. Changes may be made at any time by mutual consent of both parties.

For City of Danbury:

For Connecticut Children’s Medical Center:

Date

Gerald Boisvert
Vice President for Finance and CFO
Date