



## LEAD-BASED PAINT HAZARD REMEDIATION AND ABATEMENT GRANT PROGRAM APPLICATION PACKET – 2020

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Kindly complete the herein application and return to:

**Melissa Dominique**

***DEPARTMENT OF ECONOMIC DEVELOPMENT AND GRANTS OVERSIGHT***

**Irvington Township Municipal Building**

**1 Civic Square, Room 102**

**P. 973.399.6704 | F. 973.399.5433**

**[mdominique@irvingtonnj.org](mailto:mdominique@irvingtonnj.org) | [www.irvington.net](http://www.irvington.net)**



## DEPARTMENT OF ECONOMIC DEVELOPMENT AND GRANTS OVERSIGHT

Honorable Tony Vauss  
Mayor

Irvington Township Municipal Building  
1 Civic Square, Room 102  
Irvington, New Jersey 07111  
P. 973.399.6658 | F. 973.399.5433  
[gphilip@irvingtonnj.org](mailto:gphilip@irvingtonnj.org) [www.irvington.net](http://www.irvington.net)

Genia C. Philip, Esq.  
Director

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## Lead-Based Paint Hazard Remediation and Abatement Grant Program 2020 Eligibility Requirement

*The Township of Irvington offers Two Lead Based Paint Remediation/Abatement Grants;  
The HUD Lead Remediation Grant and the State DCA Municipal Abatement Grant.*

### I. LEAD Remediation Grant

#### A. About the Lead Remediation Grant

The purpose of the Lead-Based Paint Hazard Remediation Grant is to maximize the number of children age six (6) years and younger protected from lead poisoning by assisting home and property owners (including landlords), identify and control lead-based paint hazards in eligible privately-owned rental or owner-occupied properties.

#### B. Who is eligible to apply?

A Township of Irvington Resident or Property Owner who:

1. Has a household income within the low-to-moderate income limits as indicated in the Income qualification chart on page 4 (For the HUD grant only). **Note:** *Grants are also available for otherwise eligible households that are in excess of the low to Moderate Income Limits in the Lead State DCA Municipal Abatement Grant detailed on page 2;*
2. Provides an Elevated Blood Level (EBL) Report for a child age six (6) and younger living in the home;
3. Lives in a 1 to 4 unit property home built before 1978 as an owner or renter and;
4. The subject property is structurally sound.

#### C. Eligible Amount

The property must be occupied by a family with a child with an elevated blood level throughout the affordability period of five (5) years. The subsidy is considered a grant, not a loan. There are no interest charges or payments for the life of the grant. It becomes a loan if the household with the child age six (6) and younger, with the elevated blood level moves out, or the property is sold prior to the end of the five (5) year affordability period. The amount owed will be prorated to the end of the required affordability period of five (5) years. The property owner is required to repay a portion of the grant based upon a recapture schedule if it is sold or leased with the 5 (five) year affordability period to a non-income eligible person. The recapture provision can be found in the Lead-Based Paint Hazard Remediation and Abatement Grant Program Policy and Procedures Manual (available upon request).



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# Lead-Based Paint Hazard Remediation and Abatement Grant Program 2020 Eligibility Requirement

## D. Requirements of Property Owners After the Grant

Upon Final Approval:

1. A lien will be placed on the property for the five (5) year affordability period and recorded in the Essex County Hall of Records to assure the Lead Remediation Program funds are refunded in the event of a transfer of title or the relocation of the property owner prior to the expiration of the affordability period.
2. All payments will be made in accordance with the Township's Lead Program procedures and will require proper verifications and certifications.

## II. State DCA Municipal Abatement Grant

### A. About the State DCA Municipal Abatement Grant

The purpose of the State DCA Municipal Abatement Grant program is to control or eliminate all lead-based paint hazards identified in housing units and in common areas of both single family and multi-family housing; through either interim controls or lead-based paint abatement, or a combination of both. The program targets municipalities in New Jersey with high reported incidences of elevated blood lead levels in children under age six and pregnant women.

### B. Who is eligible to apply?

A Township of Irvington Resident or Property Owner who:

1. Has a household income that is in excess of the low to moderate income limits, although low to moderate income households are also eligible;
2. Provides an Elevated Blood Level (EBL) Report for a child age six (6) and younger living in the home;
3. Provides a Property Hazard Report and a Notice of Violation from the Township of Irvington Health Department;
4. Lives in a 1 to 4 unit property home built before 1978 as an owner or renter and;
5. The property is structurally sound.

***\*There are NO Deed Restrictions under the State DCA Municipal Abatement Grant.***



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# Lead-Based Paint Hazard Remediation and Abatement Grant Program

## 2020 Eligibility Requirement

### III. Application Checklist (ALL APPLICANTS)

Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. **Funding is highly competitive.** Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

- Complete the Lead Based Paint Hazard Remediation and Abatement Program Application;
- Two forms of government issued identification for everyone in the Household (one must be photo ID)
- Provide any and all proof of income for individuals that live at the property and that are over the age of 18;
- If self-employed - two years of tax returns and W2s are required;
- Six consecutive months bank statements from all banks and/or lenders ,including all retirement accounts;
- Last 3 consecutive months of pay check stubs (or stubs from any and all other sources of income);
- Social Security Benefits - Please provide a copy of your Award Letter as verification of benefit;
- If anyone in the household is receiving child support, please submit documentation such as a divorce decree, Child Support Recovery Unit statement or other proof of support;
- If anyone in the household is receiving unemployment, a statement from the Workforce Development office;
- If anyone in the household is receiving any other type of income (pension, FIP, rental income, etc.,) you will be required to submit appropriate documentation;
- Homeowner's Policy and 3 months of mortgage statements (if applicable)
- 2018 & 2019 1040 Tax returns
- 2018 & 2019 W2's and/or 1099
- Elevated Blood Level Testing and Results for child age 6 years and younger
- Notice of Violation from Township of Irvington Health Department

*Some items required above may not apply to your situation.*



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## 2020 Income Limits Qualification Chart

You may be eligible if your household income is within the following ranges for the respective household size:

**PLEASE SUBMIT AN APPLICATION EVEN IF YOUR INCOME IS ABOVE THE LIMITS BELOW.**

<u>Household Size</u>	<u>Income Level</u>		
	<u>Extremely Low 30% or Less AMI</u>	<u>Very Low 50% or Less AMI</u>	<u>Low 80% or Less AMI</u>
One	\$21,150	\$35,250	\$52,850
Two	\$24,200	\$40,250	\$60,400
Three	\$27,200	\$45,300	\$67,950
Four	\$30,200	\$50,300	\$75,500
Five	\$32,650	\$54,350	\$81,550
Six	\$35,050	\$58,350	\$87,600
Seven	\$37,450	\$62,400	\$93,650
Eight	\$39,900	\$66,400	\$99,700

Effective June 28, 2019. Based on Federal Income Limits  
Average Median Income for Essex County is: \$94,200

\* All households' income will be screened for all applicants' eligibility for both programs. Applicants will be assigned to a program based on income category and the availability of funding under each program.



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## Lead-Based Paint Hazard Remediation and Abatement Grant Program

### APPLICATION INSTRUCTIONS

#### General Instructions

- Please read the instructions for this application carefully.
- Please type or use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly. All blanks must be completed or have N/A written in.
- The Applicant (Head of Household) and if applicable, Co-Applicant must sign and date the application.
- Submit the **fully completed application with all the required documentation** to: Department of Economic Development and Grants Oversight- Attention: Melissa Dominique.

#### Itemized Instructions

1. **APPLICANT INFORMATION:** Provide your legal name, your address, phone number, an e-mail address (if applicable), your date of birth, and your marital status and other fields.
2. **CO-APPLICANT INFORMATION:** List other members of the household who hold as much responsibility for the property as the applicant. This person is often referred to as the co-owner (i.e., spouse, significant other or adult child) of the property. Attach additional sheet if there are more than two applicants.
3. **HOUSEHOLD COMPOSITION AND CHARACTERISTICS:** As of today, list the current Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household, gender, date of birth and marital status. Indicate if any of the members listed are disabled and explain if there are any expected additions to the future household, e.g. birth of a child, adoption, legal custody ruling resulting in an additional household member, expected in the next twelve (12) months.
4. **RACE AND ETHNICITY FOR HEAD OF HOUSEHOLD:** This information is being collected to ensure compliance with Federal Housing and Equal Opportunity regulations.
5. **INCOME INFORMATION:** "Income" means **any** income received from **any** source by a resident aged 18 and over, including, but not limited to; full and part-time employment (including overtime, commissions, bonuses and tips), self-employment earnings, public assistance, SSI/SSD, unemployment, child care earnings, alimony, child support, interest dividends or gains, pensions and annuities (incl. Social Security, PERA, Railroad Retirement), educational grants, gains from sale of property or securities, business profit, rental income, compensation. Household income is one of the qualifying factors for determining eligibility for this program. Please also list all the people occupying your home for at least nine months of the year (including yourself). Include ages and income. "Residents" mean any person, other than a renter, living in the household for at least 9 months of the year, or a person who is claimed as a dependent for income tax purposes. Provide information on all household income sources. Income includes the following: wages, salaries and tips, alimony, child support, military income,



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part time income, temporary income, TANF, SSI, SSD, unemployment, other benefits not listed, and other income for all household members over age 18. Food benefits (food stamps) are NOT considered income.

6. ASSET INFORMATION: Provide the requested information on any asset you may own. Examples of what constitutes assets are listed below.

**Typical assets include:**

- Cash held in savings, checking accounts, safe deposit boxes, homes, etc.;
- Stocks, bonds, treasury bills, CDs, mutual funds, money market accounts, and other investment accounts;
- Individual retirement accounts, 401(k), Keogh accounts, and other similar retirement savings accounts;
- Cash value of life insurance policies available to the holder before death; Personal property that is held for investments purposes;
- Equity in real property;
- Retirement and pension funds;
- Mineral rights; and
- Mortgage or deeds of trust held by the applicant and co-applicant

Some items of personal property are NOT counted as assets for the purposes of determining annual income:

- Automobile;
- Jewelry; and/or
- Term life insurance policies

7. APPLICANT CERTIFICATION: Certify that all information in the application is true, to the best of your knowledge. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.
8. ELIGIBILITY RELEASE: It is required that you sign the form, which allows the Sub-recipient, State or Vendor to request information from Third Parties concerning your eligibility and participation in this program. This form allows for income, assets, child support, etc. to be verified and documented.
9. HOME REPAIRS: Funding for this program is limited as such, only applicants requesting non-cosmetic repairs will be considered. Properties that are in substantial disrepair or are in need of replacement will be considered. ALL repairs must be necessary to bring the property up to the NJ State and Township of Irvington Housing Code Compliance. Cosmetic and luxury repairs will not be considered.

**Please be advised: initial review period may be up to 60 days\*\***



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Director

**Administrator Information**

<b>Application Number</b>		<b>Date:</b>
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**Applicant Contact Information**

<b>Applicant Name(s):</b>	
<b>Street Address:</b>	
<b>City/ State/ Zip:</b>	<b>Home Phone:</b>
<b>Email Address:</b>	<b>Cell Phone:</b>

**Household Composition Information**

Full Name <small>(exactly as it appears on driver's license or other government document)</small>	Relationship to Head of Household	Marital Status	Date of Birth	Age	Gender	Disabled?	Student Status <small>FT= Full Time PT= Part time N/A= Not applicable</small>	Receives Income?
A.	Head of Household				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
B.	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Co-Head <input type="checkbox"/> Other Adult				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
C.	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Co-Head <input type="checkbox"/> Other Adult				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
D.	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Co-Head <input type="checkbox"/> Other Adult				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
E.	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Co-Head <input type="checkbox"/> Other Adult				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
F.	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Co-Head <input type="checkbox"/> Other Adult				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
G.	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Co-Head <input type="checkbox"/> Other Adult				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No





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Director

## Household Composition Information (Continued)

1. Was any household member a full-time student within the last calendar year?	<input type="checkbox"/> No <input type="checkbox"/> Yes, who?
2. Is any household member listed above a foster child?	<input type="checkbox"/> No <input type="checkbox"/> Yes, who?
3. Is any household member listed above a live-in attendant?	<input type="checkbox"/> No <input type="checkbox"/> Yes, who?
4. Is any household member temporarily absent from the home?	<input type="checkbox"/> No <input type="checkbox"/> Yes, who?
5. If Yes, Indicate reason for temporary absence:	
6. Do you anticipate other members will join your household within the next 12 months?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:

## Annual Income of All Household Members

*(List ALL income of household members, except for the earned income from employment by persons under the age of 18). If a single household member has multiple sources of income, list their name again, with the new income type*

**Income Types include but are not limited to:**

Salary  
Overtime  
Commissions/ Fees  
Tips and Bonuses  
Temporary Income  
Workers Compensation

Income from Military  
Interest/ Dividends  
New Business Income  
New Rental Income  
Social Security  
Alimony

Supplemental Security Income  
Pension  
Retirement Familial Support/ Recurring Gifts  
Unemployment Benefits  
Child Support  
AFDC/ TANF

Household Member Name	Income Type	Total
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Combined Annual Income:</b>		\$



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Director

## Current Employment Information

List the employment information for any current household members. Be sure to include the most current contact information for employers.

1. Household Member Name:		Occupation:		Work Phone:		
Employer Name and Address:			City:		State:	Zip code:
Date Hired:	Salary:	Pay Period:		Hours Worked Per Week:	Fax:	

2. Household Member Name:		Occupation:		Work Phone:		
Employer Name and Address:			City:		State:	Zip Code:
Date Hired:	Salary:	Pay Period:		Hours Worked Per Week:	Fax:	

3. Household Member Name:		Occupation:		Work Phone:		
Employer Name and Address:			City:		State:	Zip Code:
Date Hired:	Salary:	Pay Period:		Hours Worked Per Week:	Fax:	

4. Household Member Name:		Occupation:		Work Phone:		
Employer Name and Address:			City:		State:	Zip Code:
Date Hired:	Salary:	Pay Period:		Hours Worked Per Week:	Fax:	





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**Disposal of Assets Information (Continued)**

Do they currently own it?  No If No: When was it posted for, and date of?  
 Yes, If Yes: Is it being rented?  No  Yes  
 Is it sitting vacant?  No  Yes  
 Is it in the process of being sold?  No  Yes

**Demographic and Special Needs Information:**

*The Township of Irvington requests this information in order to comply with HUD's required reporting requirements. Although TOI would appreciate receiving this information, you may choose not to furnish it. If you do not wish to furnish this information, please initial below.*

**RACE (Check all that apply):**

<input type="checkbox"/> American Indian or Alaskan Name	<input type="checkbox"/> American Indian, Alaskan Native & White
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian & White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Black African American & White
<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian Alaskan Native & Black African American
<input type="checkbox"/> White	<input type="checkbox"/> Non-Hispanic
	<input type="checkbox"/> Other Multi- Racial

Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race. The term "Spanish origin", can be used in addition to "Hispanic or Latino."

Non-Hispanic or Latino- A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Check all that apply:**

<input type="checkbox"/> Head of Household	<input type="checkbox"/> Single Parent, non-elderly
<input type="checkbox"/> Female Head of Household	<input type="checkbox"/> Two Parents, non-elderly
<input type="checkbox"/> Elderly	<input type="checkbox"/> Other

**For Official Use Only**

<input type="checkbox"/> Extremely Low Income	<input type="checkbox"/> Moderate Income
<input type="checkbox"/> Low Income	<input type="checkbox"/> Non Low/Moderate

\_\_\_\_\_ I do not wish to furnish information regarding my ethnicity, race, gender, age, and/or household composition



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**Property Information:**

Provide the following information about the property to be improved with this grant.

Is your property:  A Single Family House  Multifamily (# of units \_\_\_)  
 Duplex  Townhome \_\_\_\_\_ #Bedrooms

Is your property currently in foreclosure?  No  Yes

Is there currently a lien on your property?  No  Yes

How many years have you lived in the house? \_\_\_\_\_

What is the approximate age of the house? \_\_\_\_\_

Do you have any outstanding mortgage(s) on the house?

If yes, with whom? (use additional sheet if necessary):

Outstanding Balance(s) \$ \_\_\_\_\_

Are mortgage payments current?  No  Yes

Are property taxes current?  No  Yes

Do you have any outstanding Contract(s) for Deed on the house?  No  Yes

If yes, with whom? (use additional sheet if necessary) \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Rental Property:**

Is your property a multifamily property?  No  Yes

If so, how many units? \_\_\_\_\_

Are you currently receiving any rental income for the property?  No  Yes

If yes, is this information recorded on your taxes?  No  Yes

Check type of work seeking to be completed. Please attach color photos of the area.

Lead Remediation

Lead Risk Assessment

Lead Inspection

**Please Describe Any Additional Areas to be Repaired**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Release and Signatures

The Township of Irvington or an authorized representative shall have the right to inspect the property to be improved at any time from the date of the Lead Remediation Application upon notice to the occupant(s).

Any person who makes a false statement or misrepresentation in connection with the application for or use of the Township of Irvington Lead Remediation Funds shall be subject to fine or imprisonment, or both, under the provisions of the New Jersey Criminal Code and/or may be required to return all of the Lead Remediation Funds to the Township of Irvington. Said misrepresentation is also a violation of Federal Law.

Each of the undersigned applicants for Lead-Based Paint and Hazard Remediation Program Assistance hereby certify that all of the information provided in the above application is true and correct, and do hereby authorize the release and/or verification of mortgage loan, employment, asset, liability and income information. All household members age 18 or older must sign application.

Applicant's Printed Name	Signature	Date
Co-Applicant's Printed Name	Signature	Date
Adult Household Member's Printed Name	Signature	Date
Adult Household Member's Printed Name	Signature	Date
Adult Household Member's Printed Name	Signature	Date
Adult Household Member's Printed Name	Signature	Date

**Please Be Advised**

You must report any changes to household structure, employment, assets, etc. while the application is in process. Failure to do so may delay the review and possibly and denial in your application.

***WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.***



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[gphilip@irvingtonnj.org](mailto:gphilip@irvingtonnj.org) [www.irvington.net](http://www.irvington.net)

**Genia C. Philip, Esq.**  
**Director**

**APPLICANT'S AUTHORIZATION**  
 For The Township to Access Information

I authorize the above-named Home Participating Jurisdiction to obtain information about me and my household that is pertinent to determining my eligibility for participation in the Program. I acknowledge that:

- (1) A photocopy of this form is as valid as the original; AND
- (2) I have the right to review information received using this form (with a person of my choosing to accompany me); AND
- (3) I have the right to a copy of information provided to the Township of Irvington and to request correction of any information I believe to be inaccurate; AND
- (4) All adult household members will sign this form and cooperate with the Township of Irvington in the eligibility verification process.

<b>Signatures:</b>		
<i>Signature-Head of Household</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>



**DEPARTMENT OF ECONOMIC DEVELOPMENT AND GRANTS OVERSIGHT**

**Honorable Tony Vauss**  
Mayor

**Irvington Township Municipal Building**  
1 Civic Square, Room 102  
Irvington, New Jersey 07111  
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Director

**Required Documents:** Submit all applicable documents for each adult household member

**Directions:** Submit the following documents in the order requested and separate by a sheet with the name of the document and associated number on the sheet. Failure to submit the application and attached documents per this instruction will delay review of your application.

	<b>1. EBL Report- Elevated Blood Level Testing and Results</b> <i>Report for a child age six (6) or younger</i>
	<b>2. Property Hazard Report –A Notice of Violation</b> <i>From Township of Irvington Health Department-If Applicable</i>
	<b>3. 2 Forms of Government Issued Identification</b> (One must be photo) <i>Driver’s License, Passport, Birth Certificate, Social Security Card, etc.</i>
	<b>4. Proof of Income:</b> <i>3 Consecutive Months of Paystubs, , Last two quarters of Profit and Loss Statement, Recent Award Letter, Retirement or Pension Statements, Unemployment Benefits, Child Support Judgement, etc.</i>
	<b>5. Proof of Assets:</b> <i>Last 6 Months of Checking/ Savings statements, CD401k, Money Market, Investment Statements</i>
	<b>6. 2018/2019- 1040 and W2 and/or 1099</b>
	<b>7. Mortgage Statements</b> <i>Six Consecutive Months Mortgage Statement-For Property Owner Applicants</i>
	<b>8. Deed</b> <i>Fee Simple Deed in Applicants Name-For Property Owner Applicants</i>
	<b>9. Homeowners Policy</b> <i>Homeowner’s Policy should be current -For Property Owner Applicants</i>
	<b>10. Tenant Rent Receipts</b> <i>Six Consecutive Months receipts with a copy of Tenant Lease -For Property Owner Applicants</i>

Please keep in mind this is not an exhaustive list of required documents as each household is different. Upon review you may be asked to supply additional documentation.

Note: Submission of this application does not guarantee there will be assistance available for you, nor does certification of income eligibility automatically qualify you. You must also qualify for a mortgage.

All loans and grants are subject to township, state and federal laws, rules, regulations and requirements. All loans and grants are subject to the availability of program funds.

Your application will not be considered complete until all information has been received and statements/ documents have been certified to the satisfaction of the Department of Economic Development and Grants Oversight.

**PLEASE ONLY SUBMIT COPIES, WE WILL NOT ACCEPTED ORIGINAL DOCUMENTS!**  
**PLEASE MAKE COPIES OF ALL ORIGINAL DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION!**  
**WE WILL NOT MAKE COPIES OF ANY DOCUMENT AT OUR OFFICE; NO EXEPTIONS!**