



# Allegheny Lead Safe Homes Program Contractor Training Program Application Form

Please carefully review the Program Guidelines prior to completing this application.  
Questions? Contact Brian Baker at 412-350-1015 or [brian.baker@alleghenycounty.us](mailto:brian.baker@alleghenycounty.us).  
Please return the application and all required materials to:

Brian Baker, Contractor Coordinator  
Email: [brian.baker@alleghenycounty.us](mailto:brian.baker@alleghenycounty.us)

Or mailed:  
Brian Baker c/o Redevelopment Authority of Allegheny County  
Koppers Building, Suite 500  
436 Seventh Avenue  
Pittsburgh, PA 15219

<b>Company Name</b>	
<b>Business Address</b>	
<b>Tax ID#</b>	
<b>HIC #</b>	
<b>Contact Person</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Fax</b>	

- 1) Experience:** How many years of experience does your company have in residential renovation and remodeling? \_\_\_\_\_ Please describe your experience below.
  
- 2) Statement of Interest:** Please describe your interest in receiving Lead training and whether you are interested in becoming a Lead Hazard Control Contractor for the Allegheny Lead Safe Homes Program.

3) **Firm Location:** Is your firm located in Allegheny County? \_\_\_\_\_(yes/no). If no, please provide a statement explaining how you would plan to perform work in Allegheny County and whether you currently perform work in Allegheny County.

4) **Company Size:** Please provide the information below regarding the number of employees in your firm

Employees	Number
Renovation Supervisors	
Renovation Workers	
Administrative Staff	
Other Employees	
<b>Total Number of Employees</b>	

5) **Minority/Women/Disadvantaged Business Enterprise (M/W/DBE) and Veteran-Owned Small Business (VOSB):** Is your firm a certified MBE/ WBE/ DBE/ VOSB? Please submit copies of any certifications.

	Check All That Apply	Certification #	Expiration Date
Minority Business Enterprise			
Woman Business Enterprise			
Disadvantaged Business Enterprise			
Veteran Owned Small Business			

6) **Requested Firm Certification(s):** Please indicate which firm certification(s) you are requesting.

\_\_\_\_ PA DLI Lead Firm Certification

\_\_\_\_ EPA RRP Firm Certification

**7) Requested Employee Training(s):** Please list the employee(s) that you would like to complete training with and their years of experience with your company.

Name of Employee	Years Employed by Firm	Check to Indicate Training Requested		
		PA DLI Lead Worker (Maximum 6 Workers)	PA DLI Lead Supervisor (Maximum 2 Supervisors)	EPA RRP Certified Renovator (Maximum 2 Employees)

**8) Three References:** Ideally people who can attest to work quality, especially in occupied homes, and relevant work such as painting, window/door replacement, wrapping exterior trim, installing siding, etc.

Contact	Relationship (eg: customer)	Phone

**9) Supplemental Attachments**

- ✓ **Current Lead Certifications:** Please attach copies of any current PA DLI lead certifications or EPA RRP certifications that you or your employees maintain.
- ✓ **Insurance:** Please attach certificates of insurance that meet the minimum standards per the Program Guidelines.
- ✓ **Minority/Women/Disadvantaged Business Enterprise (M/W/DBE) and Veteran-Owned Small Business (VOSB) Certifications:** Please attach copies of any certifications.



# Allegheny Lead Safe Homes Program Contractor Training Program Application Packet

This application packet includes the following materials:

- Program Guidelines
- Reimbursement Schedule
- Application Form

Applicants should carefully review all materials in this packet before applying. Please contact Brian Baker at 412-350-1015 or [brian.baker@alleghenycounty.us](mailto:brian.baker@alleghenycounty.us) with any questions.

## Program Guidelines

### PURPOSE

Allegheny County is preparing to launch the Allegheny Lead Safe Homes Program, which will identify and control lead-based paint hazards in approximately 125 eligible units throughout the County. The Redevelopment Authority of Allegheny County (RAAC) will contract with residential renovation and remodeling companies to perform the lead hazard control work. Contractors must meet all training and certification requirements set by the PA Department of Labor and Industry (PA DLI) and the U.S. Environmental Protection Agency (EPA), which include having the following valid certifications:

	Requirement	Applies to:
PA DLI	Worker Certification	All workers working on the unit
	Supervisor Certification	The on-site supervisor
	Firm Certification	The contractor/firm
EPA Renovation, Repair, and Painting Program	Renovator Certification	At least one Certified Renovator must be assigned to the job. All other employees on the job must be Certified Renovators or be trained on the job by a Certified Renovator.
	Firm Certification	The contractor/firm

**To build our pool of qualified contractors, RAAC is offering the Allegheny Lead Safe Homes Contractor Training Program, which will provide contractors with free training and reimburse costs associated with obtaining the necessary licenses and certifications.**

## ELIGIBILITY

To be eligible, firms must meet the following requirements:

- Be a licensed contractor with at least 2 years of experience in residential renovation/remodeling.
- Be registered with the Bureau of Consumer Protection of the PA Attorney General.
- Hold requisite insurance per the Program application.
- Must not be on HUD's debarred list or have a poor rating from the Better Business Bureau.
- Maintain the following insurance coverage. Please note that the Allegheny Lead Safe Homes Program may set stricter insurance requirements for firms performing lead hazard control work and may require payment bonding or no lien agreements.

Type of Insurance	Insurance Limits
<b>CONTRACTOR INSURANCE</b> Auto Liability • Aggregate Bodily Injury and Property Damage	Minimum Limit \$500,000
<b>COMPREHENSIVE GENERAL LIABILITY</b> • Aggregate Bodily Injury and Property Damage • Products Liability and Completed Operations • Explosion, Collapse, and Underground Damage	Minimum Limit \$500,000 Minimum Aggregate Limit \$1,000,000
<b>WORKER'S COMPENSATION INSURANCE</b>	Coverage A – Statutory Limit Coverage B – Employer's Liability Minimum Limit \$500,00.00

## BENEFITS

- Participating firms will be provided the following training at **NO COST**:
  - PA DLI Lead Worker Certification (up to 6 workers)
  - PA DLI Lead Supervisor Certification (up to 2 supervisors)
  - EPA Renovation, Repair, and Painting (RRP) Renovator Certification (up to 2 employees)
- Contractors that successfully obtain all required certifications will have the opportunity to be hired as lead hazard control contractors for two units for our Program. All jobs will pay competitively. Upon successfully completing two units, contractors may be eligible to be added to our permanent contractor pool.
- All licensing and certification costs will be reimbursed following the successful completion of 2 jobs in the Program, including annual licensing fees for lead abatement workers, supervisors, and firm certifications for PADLI and the EPA.

## APPLICATION INSTRUCTIONS

- Applicants are encouraged to apply as soon as possible because funding is limited!
- To be considered complete, submissions must include:
  - Completed and signed Application Form, included in this packet;
  - Documentation of insurance that meets limits outlined in the Application;
  - Documentation of any current PA DLI lead occupation certifications or EPA RRP certifications that your firm or its employees have, if applicable; and
  - Documentation of any Minority/Women/Disadvantaged Business Enterprise and Veteran-Owned Small Business certifications, if applicable.
- Applications and all required supplemental materials should be sent to:

Brian Baker, Contractor Coordinator

Email: [brian.baker@allegHENYcounty.us](mailto:brian.baker@allegHENYcounty.us)

Or mailed:

Brian Baker c/o Redevelopment Authority of Allegheny County  
Koppers Building, Suite 500  
436 Seventh Avenue  
Pittsburgh, PA 15219

## SELECTION AND ENROLLMENT PROCESS

- The Program will review all applications for eligibility on a rolling basis. Firms are encouraged to apply as soon as possible to have the best chance of consideration.
- Only eligible firms will be considered for selection.
- The Program will select firms for the program based on the:
  - Application completeness
  - Firm's experience
  - Firm's capacity and willingness to work under the Allegheny Lead Safe Homes Program
  - Minority/Women/Disadvantaged Business Enterprise (M/W/DBE) and Veteran-Owned Small Business (VOSB) Participation Goals. The Redevelopment Authority of Allegheny County has established a goal of having thirteen percent (13%) MBE participation, two percent (2%) WBE participation, and five percent (5%) participation by VOSBs in all contracts for goods and services which utilize funds provided by or through Allegheny County Economic Development.
- Firms will be notified of their selection in writing. The selection letter will specifically outline which training and costs will be paid for. Depending upon available funding, the Program may limit reimbursements per firm. **Costs incurred prior to this notification will not be eligible for reimbursement.**

## SCHEDULING TRAINING AND REIMBURSEMENT

- Firms will work with Program staff to schedule training at an accredited training provider. **The Firm will be liable for training costs in the event of a no-call/no-show.**
- Firms that successfully obtain all required certifications will be eligible to work on up to 2 units in the Allegheny Lead Safe Homes Program on a probationary basis. Firms will be reimbursed according to the Program’s reimbursement schedule (ON PAGE BELOW).
- To do work for the Program, contractors must obtain a DUNS number and be registered in SAM at sam.gov. Firms must also provide a signed W-9.
- Firms must receive training within 6 months of application approval, or the funds may be reallocated.
- Firms that successfully complete two units will be eligible to join Program’s contractor pool.

Contractor Training Program Reimbursement Schedule				
Required Trainings/Certifications	Training Length	# Eligible for Reimbursement	Reimbursements Available	Timeline for Reimbursement
PA Department of Labor and Industry Lead Worker Certification	2 days	Up to 6 workers per firm	Training Course Fees	<b>FREE</b>
			1-Year Certification Fee	Upon completion of 2 Program units
PA Department of Labor and Industry Lead Supervisor Certification	4 days	Up to 2 supervisors per firm	Training Course Fees	<b>FREE</b>
			Supervisor Testing Fees	Upon completion of 2 Program units
			1-Year Certification Fee	Upon completion of 2 Program units
PA Department of Labor and Industry Lead Firm Certification	n/a	1 per firm	1-Year Certification Fee	Upon completion of 2 Program units
U.S. EPA Renovation, Repair & Painting (RRP) Renovator Certification	1 day	Up to 2 employees per firm	Training Course Fees	<b>FREE</b>
U.S. EPA Renovation, Repair & Painting (RRP) Firm Certification	n/a	1 per firm	5-Year Certification Fee	Upon completion of 2 Program units

### QUESTIONS?

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