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CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
MULTI-FAMILY WINDOW REPLACEMENT PROGRAM

In accordance with the Mayor Slay's *Comprehensive Action Plan for the Eradication of Childhood Lead Poisoning*, the City of St. Louis Building Division is pleased to announce the **Multi-Family Window Replacement Program**. In order to prevent lead poisoning before it occurs, the City of St. Louis is offering financial assistance as outlined below to make units lead safe in multi-family properties which are marketed to low and moderate income families, particularly those with children. In order to request financial assistance, please complete the application as attached.

The City of St. Louis is now offering owners of multi-family buildings with 2 or more units a reimbursement of up to \$200 per window for the installation of new double hung windows, for up to 10 windows per unit. This program is for owners with vacant units who allow the City's Building Division to perform a *"risk assessment and lead inspection"* in their units. If lead is detected in or around the windows, the owner will proceed with the installation of new windows throughout the unit. The installer of the windows must have taken a 1-day class in Lead Safe Work Practices and the City of St. Louis will pay for the cost of the class. Any additional lead hazards in the unit must be addressed by the property owner and cleared by the Building Division before reimbursement for the windows is received.

Once your application is approved, you will be contacted by an inspector from the City's Building Division to conduct an inspection of the units. The inspector will also take pictures of the property which will be submitted to the Cultural Resources Office in order to conduct a Section 106 Review in accordance with federally mandated regulations. The 106 Review may require the installation of historic replacement windows on all or part of the property. If historic replacement windows (non-arched) are required, then the City will pay up to \$400 per window. **Do not order any windows until the inspector contacts you after the Section 106 Review is completed.**

After the windows are installed and all other work is completed in the unit, the City's Lead Inspector will do a lead clearance test on the unit. If the unit does not pass, the owner is informed as to what the problem is so further work or cleaning can occur and another clearance test is performed. Once the unit passes the clearance test, the owner submits copies of the bill of sale for the windows and the City of St. Louis will reimburse for each window replaced up to 10 windows per unit (*excluding basement windows*) at a rate of up to \$200 per window. Thus, the City will pay up to \$2,000 per unit in windows, provide a free lead inspection (average cost \$400), and provide free clearance testing (average cost \$200).

NOTE: If the owner elects not to participate after the unit(s) has been inspected, failure to remediate the lead hazards may result in a referral to Housing Court.

All lead hazards must be remediated and occupied units must meet the attached requirements. If the owner wishes to replace windows throughout the building (*including occupied units*), the attached conditions must be met for the occupied units:

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION

APPLICATION

MULTI-FAMILY WINDOW REPLACEMENT

Owner's Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Contact Person: _____

Property Address: _____

Number of Units: _____

Estimated Project Cost: _____

Sources of Funds: _____

Estimated Start Date: _____

Estimated Completion Date: _____

**CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION**

LEASING CONDITIONS

MULTI-FAMILY WINDOW REPLACEMENT

City of St. Louis Income Limits for Applicable Programs.

Family Size	1	2	3	4	5	6	7	8	9
80%	\$36,900	\$42,200	\$47,450	\$52,700	\$56,950	\$61,150	\$65,350	\$69,600	\$73,800

2008 Maximum Fair Market Rents By Unit Bedrooms				
Final FY 2007 FMR	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
	\$572	\$711	\$916	\$958

- Owner will not increase rent in violation of a lease because a unit has been or is to be rehabilitated. However, if the current tenant lease so provides, owner may increase the rent on a pro rata basis to cover the increases in monthly operation costs.
- Owner will continue to rent the units at affordable rents as established by HUD for a total of 36 months after the lead hazard reduction has been performed.
- Owner may not discriminate against prospective tenants on the basis of their receipt of or eligibility for housing assistance under any deferral, state or local program, or on the basis that the tenants have a minor child or children who reside with them.
- If the owner sells the rental unit(s) prior to termination of the lease, the purchase contract must include an agreement between the purchaser and tenant which allows the tenant to remain in the unit according to the terms and conditions in this contract.
- Owner will sign a grant agreement which lists the total amount of reimbursement to the developer. This agreement must be signed and executed before any reimbursement request will be processed. One check will be issued upon completion of the entire project.
- Interior lead hazards must be corrected and unit must pass clearance BEFORE a vacant unit may be rented.
- Owner will provide renter information for each occupied unit including:
 - Most recent year's Federal Income Tax return
 - Three most recent (consecutive) pay stubs
 - Social Security award letter, pension income and/or proof of income from all sources for ALL household members over the age of 18
 - Copy of the lease agreement for each occupied unit or a sample lease agreement for vacant units.

ADDITIONAL REQUIREMENTS:

1. Please provide on a separate attachment a listing of each unit, the number of bedrooms, the rent amount, and indicate whether or not the unit is occupied.
2. All participating landlords must obtain a business license which is a requirement of rental property owners.
3. All participants must be current on payment of City taxes, including real estate and personal property taxes.
4. All participants must complete a 1099 Form if one is not currently on file with the City (see attached).
5. Any individuals performing work that disturbs lead-based paint must attend the Lead-Safe Work Practices Training course. The training will be provided free of charge by the City. Participants must include copies of training certifications.
6. All completed units available for rent must be listed on the Socialserve.com website in accordance with the marketing requirements of the Multi-Family Window Replacement Program.
7. Additional historic preservation requirements may be applicable.
8. All owners must submit the following documentation:
 - a. Photo Identification
 - b. Recorded and notarized copy of the general warranty deed to the property
 - c. Most recent paid real estate tax receipt (or mortgage company statement showing that payments are made through escrow).
 - d. A copy of your current homeowner's insurance policy.

PAYMENT PROCEDURES

Once all of the work is completed in individual units please contact your inspector in order for a clearance test to be conducted. Please contact the inspector at least 24 hours in advance to schedule the clearance inspection. Each unit must pass a clearance test below the federally prescribed threshold in order to receive reimbursement. Upon completion of each unit, please submit the following in order to receive payment:

1. An invoice listing each unit in which windows were replaced and the total amount for each unit.
Note: Each invoice must have a distinct invoice number.
2. Signed Payout Order Form (the inspector will ask you to sign this at the time of clearance).
3. A lien waiver will be required if a contractor is installing the windows on behalf of the landlord.
4. All associated paperwork should be submitted to Kim Maloney for payment at the following:
Kim Maloney
Community Development Administration
1015 Locust Street, Suite 1200
St. Louis, Missouri 63101
(314) 622-3400, ext. 248 (314) 622-3413 (fax)
maloneyk@stlouiscity.com

Department of Public Safety
Building Inspection Section
Frank Oswald, Actg. Bldg. Commissioner

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Multi-Family Window Replacement Program