



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

**Public Housing Notice 2009-09**

**Memorandum**

To: All Local Housing Authority Executive Directors

From: Laura Taylor, Director, Bureau of Housing Management  
Ray Frieden, Director, Bureau of Housing Development and Construction

Subject: Lead-Based Paint Compliance Training  
Clarification and Upcoming Sessions

Date: June 15, 2009

This notice is a follow up to Public Housing Notice 2009-04 and 06, announcing mandatory Lead -Based Paint Compliance Training dated February 17<sup>th</sup> and April 1<sup>st</sup>.

We cannot stress enough how important this mandatory training is for each LHA. The Environmental Protection Agency (EPA) may review your lease and maintenance files for compliance with federal and state lead paint laws. EPA recently fined an LHA nearly \$500,000 for noncompliance *even though they were distributing lead law notifications*. There was one minor omission found leading to their fine.

DHCD is required to have all LHAs participate in the training program per the terms of a consent agreement with the EPA. All files need to contain all required documents. **The deadline for all required documents to be in all tenant files and entered into the Lead-Based Paint Compliance Tracking System is October 16, 2009.**

It is recommended that an individual from both leasing and maintenance departments and the Executive Director from each LHA attend a training session. DHCD will require each LHA Board to certify lead-based paint compliance annually when year-end operating statements are submitted.

**The purpose, the importance, what and who trainings are for, and why we are conducting these trainings is as follows:**

**Trainings ARE Intended to Train you for:**

- Tenant certification forms for existing and new tenants required by federal and state laws
- Tenant notification forms for normal repair or renovation work, whether conducted by in-house staff or by contractors, also required by federal and state law

**Trainings ARE NOT Intended to Train you for:**

- Deleading apartments
- Testing apartments for lead-based paint
- Determining compliance with lead-based paint laws

A schedule is attached. Please register for a session near you. Trainings will run through the end of August.

# LEAD-BASED PAINT COMPLIANCE TRAINING PROGRAM

## Training Registration Form

Please use a separate registration form for each attendee.

Name of Attendee \_\_\_\_\_ Phone # \_\_\_\_\_

Housing Authority \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact Number in Case of Class Cancellation \_\_\_\_\_

Registration will begin at 8:00 a.m. All training sessions will be from 8:30 – 12:30.  
Refreshments will be provided.

**Please enroll me in: (please check one date)**

- |                                      |   |
|--------------------------------------|---|
| Courtyard by Marriott - Fitchburg    | <input type="checkbox"/> Tuesday, June 9      |
| Holiday Inn – Cape Cod (Hyannis)     | <input type="checkbox"/> Tuesday, June 16     |
| Holiday Inn – Boston/Randolph        | <input type="checkbox"/> Tuesday, June 23     |
| Crowne Plaza – Worcester Downtown    | <input type="checkbox"/> Tuesday, June 30     |
| Crowne Plaza – Pittsfield/Berkshires | <input type="checkbox"/> Tuesday, July 7      |
| Holiday Inn – Peabody                | <input type="checkbox"/> Tuesday, July 14     |
| Holiday Inn – Dedham                 | <input type="checkbox"/> Tuesday, July 21     |
| Holiday Inn – Boston/Randolph        | <input type="checkbox"/> Wednesday, July 22   |
| Holiday Inn – Tewksbury/Andover      | <input type="checkbox"/> Tuesday, July 28     |
| Holiday Inn – Springfield/Holyoke    | <input type="checkbox"/> Wednesday, August 12 |
| Holiday Inn – Taunton                | <input type="checkbox"/> Wednesday, August 19 |
| Crowne Plaza – Worcester Downtown    | <input type="checkbox"/> Wednesday, August 26 |

**TO REGISTER:** Submit via return email to [christine.whetstone@atcassociates.com](mailto:christine.whetstone@atcassociates.com) or fax to (603) 647-5347.

\*\*Please note that future phases of training may not be occurring in these same exact locations.

A PHN email reminder will be sent approximately one week prior to your scheduled session.

**CANCELLATION POLICY:** If you need to cancel or reschedule, you must notify us one week prior to your scheduled session via email to [christine.whetstone@atcassociates.com](mailto:christine.whetstone@atcassociates.com), fax to (603) 647-5347 or call (603) 647-7077 x1007.

## TRAINING LOCATIONS

Courtyard by Marriott – Fitchburg	150 Royal Plaza Drive, Fitchburg, MA 978-342-7100
Holiday Inn – Cape Cod (Hyannis)	1127 Route 132 (Lyannough Road), Hyannis, MA 508-775-1153
Holiday Inn – Boston/Randolph	1374 North Main Street, Randolph, MA 781-961-1000
Crowne Plaza – Worcester Downtown	10 Lincoln Square, Worcester, MA 508-791-1600 Complimentary garage passes will be provided upon check-in
Crowne Plaza - Pittsfield/Berkshires	Route 7 and West Street on Park Square, Pittsfield, MA 413-499-2000
Holiday Inn – Peabody	1 Newbury Street, Peabody, MA 978-535-4600
Holiday Inn - Dedham	55 Ariadne Road, US 1A & 95/128, Dedham, MA 781-329-1000
Holiday Inn – Boston/Randolph	1374 North Main Street, Randolph, MA 781-961-1000
Holiday Inn – Tewksbury/Andover	4 Highwood Drive, Tewksbury, MA 978-640-9000
Holiday Inn – Springfield/Holyoke	245 Whiting Farms Road, Holyoke, MA 413-534-3311
Holiday Inn – Taunton	7 Myles Standish Boulevard, Taunton, MA 508-823-0430
Crowne Plaza – Worcester Downtown	10 Lincoln Square, Worcester, MA 508-791-1600 Complimentary garage passes will be provided upon check-in