

REQUEST FOR PROPOSALS Certified Lead Inspection Services

Posting Date: Monday, March 30th, 2026

Response Submission Deadline: 3:00 EST p.m. on Tuesday, April 14th, 2026

NOTE TO RESPONDENTS:

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified RIDOH-certified Lead Based Paint inspectors/agencies for the purpose of conducting Certified Environmental Lead Inspections (“CELIs”) and Lead Inspection Risk Assessments (“LIRAs”). Lead inspectors are to conduct lead-based paint risk assessments, paint inspections, soil sampling, dust wipe sampling and clearance examinations.

INSTRUCTIONS

Proposals must be submitted via email to: **Deborah Devine, Program Manager** at **ddevine@rihousing.com** no later than the response submission deadline set forth above.

Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at [Attachment A](#)), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).

SCOPE OF WORK

Please see the Scope of Work as provided on Attachment B.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**SUBMISSION
CHECK LIST**

Section A: General Firm Information (Total word limit: 500 words)

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
 - c. Locations of all offices of the firm.
 - d. Number of employees of the firm.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

Section B: Experience and Resources (Total word limit: 3500 words)

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. **Note: To be considered you must demonstrate between at least 3 years of experience performing lead inspections including production of LIRAs and provide a copy of RIDOH Lead Certifications. (Work to have been performed within the last 7 years.)**

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.

3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.

4. Please submit a minimum of two references indicating recent experience in conducting risk assessments, soil, water and dust sampling, paint inspections and clearance sampling: references to include agency or person's name or contact.

5. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

Describe your firm's information security systems and the steps that your firm takes to safeguard client communication, confidential information, and client data. Include in your response whether your firm performs penetration testing, your firm's encryption methods, and whether client data is stored onshore or offshore.

Section C: Fee Structure (Total word limit: 500 words)

You are agreeing to provide services according to RIHousing's fee schedule as shown in Attachment C.

Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act

1. In compliance with State law (R.I. Gen. Laws §§ 37-2-1 et seq; R.I. Gen. Laws §§ 37-14.1-6), RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other State-protected classes. Include the number and percentage of members of State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification. This information will be used in furtherance of Rhode Island law.

Section E: Miscellaneous (Total word limit: 1000 words)

1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing's attention.

Section F. Certifications

All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the "Instructions" section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section B);
- Previous work experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 3);
- Foreign language capabilities of the firm (as provided in Section B: Experience and Resources, subsection 5);
- Firm minority status (as requested in Section D: Firm minority status (in accordance with Rhode Island law, as requested in Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act)
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: ddevine@rihousing.com

Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

2. Describe how your firm will handle actual and or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year

to any general officer, any candidate for general office, or any political party. **Please acknowledge your understanding below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

Please indicate your response below.

Yes

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

No

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card

numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

Please certify below that in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm’s president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to ddevine@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after April 14, 2026, (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced, (v) your firm did not consult with RIHousing in connection with the development of this RFP, and (vi) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

President, Chairman or CEO (*print*): _____

Signature: _____

Firm Name: _____

Attachment B

Scope of Work

RIHousing seeks to engage Rhode Island Department of Health (“DOH”) certified Lead Inspectors (“Inspectors”) and inspection firms that can provide the wraparound services of conducting Certified Environmental Lead Inspections (“CELIs”) and Lead Inspection Risk Assessments (“LIRAs”) which provide lead-based paint risk assessments, paint inspections, soil sampling, dust wipe sampling and clearance examinations for RIHousing LeadSafe Homes Program projects. The terms “Inspectors,” “inspection firms” and “firms” will be used interchangeably throughout this Scope of Work.

Services are required as needed, on an ongoing basis. Continued participation in the program is dependent upon, where appropriate, maintaining appropriate licenses and ongoing training requirements. From time to time, RIHousing may issue updated RFPs for these services, which may require vendors to reapply.

I. Services to be Provided

1. Lead Inspections - Certified Environmental Lead Inspection (“CELI”)

DOH-certified firms will provide CELI services, to include comprehensive, limited, demo downgrade, comprehensive clearance and clearance inspections on single family, multi-family, and multi-use properties.

All inspection and sampling procedures, result interpretations, report generation, reporting requirements, and timing for delivery of work must, at a minimum, be performed in accordance with the Rhode Island Rules and Regulations for Lead Poisoning Prevention (R23-24.6-PB) and RIHousing’s LeadSafe Homes Program Inspector Protocols.

All inspection documentation, including reports and certificates, must be legible and in a format approved by the DOH and RIHousing.

All inspections must meet additional U.S. Department of Housing and Urban Development requirements, including, but not limited to :

- a. All four walls in every room area must be separately tested by XRF sampling and results recorded.
- b. A total of 8 dust samples will be taken in each unit, 2 samples in each common stair/hall and an additional blank sample per project/day.

2. Risk Assessment - Lead Inspections and Risk Assessments (“LIRA”)

LIRAs are on-site investigations to determine the existence, severity, and location of lead-based paint hazards which are accompanied by a report explaining the results and options for reducing lead-based paint hazards. The LIRA being provided by firms must cover the following, at a minimum:

- Identification of the existence, nature, severity, source and location of lead-based paint hazards, including soil and dust hazards as well as paint (or documentation that no such hazards have been identified);
- Description of the options for controlling lead hazards in the event that hazards are found, including interim controls and abatement measures;
- Suggestions on how to keep in a non-hazardous condition lead-based paint that will remain in a dwelling after present hazards are corrected; and
- Recommended changes to the management and maintenance systems. By considering all hazards and examining resident and owner practices, the assessment can determine appropriate ways to control hazards and modify management practices so that the change of hazards recurring is reduced.

Please See Attachment D for a form of Inspector Protocols, which are subject to change.

Attachment C

**Lead Safe Homes Program
2026 FEE SCHEDULE**

- 1. HUD Risk Assessment**
 - a. Risk Assessment report/expenditure for services per unit \$600= \$ _____
- 2. Comprehensive Environmental Lead Inspection (CELI)**
 - a. Single Family (includes ext., water & soil) \$600= \$ _____
 - b. Multi Family (per unit, including common areas) _____ x \$600= \$ _____
- 3. Limited Inspection**
 - a. Hazard Confirmation (3 surfaces per room, including soil sampling and common area price for 2-3 units) \$300= \$ _____
- 4. Comprehensive Clearance** *(only if inspector did not complete the initial CELI)*
 - a. Single Family \$475= \$ _____
 - b. Multi-Family (per unit including common areas) \$475= \$ _____
- 5. Clearance**
 - a. Single Family/Interior & Common Partial \$300= \$ _____
 - b. Exterior & Soil \$300= \$ _____
 - c. Soil Only \$300= \$ _____
- 6. Hourly Rate** \$120= \$ _____

SERVICES TOTAL \$ _____

Attachment D

Form of LeadSafe Homes Inspector Protocols

A. Qualifications

Inspection firms must employ at least one Certified Rhode Island Environmental Lead Inspector (“Inspector”). Certified Environmental Lead Inspector Technicians (“Technicians”) may assist with the inspection; however, a fully certified Inspector must be present during the inspection and a maximum of 3 inspectors or technicians per inspection.

Participating firms must maintain, and submit copies of the following:

- Firm designation (Corporation, Sole Proprietor, LLC, etc.) and the appropriate documentation.
- Current Inspector and Technician certification for all participating individuals in the Lead Safe Homes Program (LSHP).
- EPA Lead Risk Assessor Training Certificate of Completion.
- Current professional liability/errors and omissions insurance with a minimum limit of one million dollars (\$1,000,000) coverage per incident. RIHousing must be listed as an additionally insured.
- Worker’s Compensation Insurance for employees and/or Notice of Designation as Independent Contractor for Inspectors not directly employed by the firm.

B. Inspection Assignments

Inspections will be assigned to each firm on a rotating basis as follows:

1. An inspection assignment will be sent as an email to the inspection firm, with site-specific information and/or instructions noted on the assignment with a deadline to respond.
2. The inspection assignment response should be emailed, indicating acceptance or rejection, within 2 working days.

3. If no response is received by the deadline, the property will be assigned to the next inspection firm on the rotation list.

C. *Inspection Scheduling and Production*

The Inspection firm is responsible for contacting the property owner and scheduling an appointment to perform the Comprehensive Inspection. Completed reports must be submitted to the LSHP and the property owner according to the following schedule:

- A. Comprehensive
 - 1-2 units – 5 business days after receipt of all lab results
 - 3-5 units – 7 business days after receipt of all lab results
 - > 5 units – determined by program and inspector
- B. Limited
 - 10 business days after acceptance
- C. Interim Visual

- 72 hours after acceptance
- D. Lead Safe Certificate
 - 24 hrs. after receiving results via fax or email to Program & Contractor
- E. Comprehensive Clearances
 - As requested by LSHP
- F. Final Clearance Reports
 - Submitted with invoice
- G. Return inspection at LSHP request
 - Mutually agreed by inspector and LSHP
- H. Lab sample turnaround times
 - Comprehensive and Limited Inspections – 3 or more days
 - Clearance inspections – 2 hrs. for wipe samples, 3 days for water and soil samples unless otherwise requested.
- I. Comprehensive Downgrade inspection:
 - Negotiable between RI Housing and Inspector depending on project size, number of units/areas, etc.

When an Inspector requests shorter turnaround times for sample analysis, or other more costly turnaround time or analysis, the Inspection firm will be responsible for the additional cost.

When an Inspecting firm has difficulty scheduling or conducting an inspection within the scheduled deadline, the Inspecting firm must promptly notify the LSHP. The LSHP will attempt to resolve the scheduling conflict and may extend the schedule if necessary.

D. Environmental Lead Inspections

All inspections must be conducted in accordance with the current version of the Rhode Island Rules and Regulations for Lead Poisoning Prevention [R23-24.6PB], Title X, HUD Part 35, EPA 40 CFR part 745 and services provided according to these RI Housing Inspector Protocols. Reports may be produced and submitted electronically to the Program; however, report submissions to homeowners and occupants must follow the RI Rules and Regulations for Lead Poisoning Prevention. A lead-based paint inspection and lead hazard risk assessment (“LIRA”) that meets HUD standards, as described and demonstrated in Chapters 5 and 7 of the HUD Guidelines for the Evaluation and Control of Lead-Based Paint in Housing, is a required part of the inspection.

Reports must be submitted on the most updated forms approved by the RI Department of Health (“RI DOH”) and the LSHP (see Exhibit C for current forms) and include the following:

1. Every effort must be made to access all rooms and closet interiors. Owners and occupants will be instructed to ensure free access to all areas. If inspector is unable to test all areas, LSHP must be contacted immediately. No assumed positives and no exceptions. All components must be tested.

2. Interior units and common areas reported independently.

Interior surface identification and evaluation must include at a minimum:

- | | | |
|---|---|--|
| <input type="checkbox"/> Ceiling | <input type="checkbox"/> Windowsill | <input type="checkbox"/> Cabinet door |
| <input type="checkbox"/> Crown molding | <input type="checkbox"/> Window casing | <input type="checkbox"/> Cabinet trim |
| <input type="checkbox"/> Upper wall (4 sides) | <input type="checkbox"/> Window interior stop | <input type="checkbox"/> Cabinet frame |
| <input type="checkbox"/> Chair rail | <input type="checkbox"/> Window track | <input type="checkbox"/> Cabinet shelf |
| <input type="checkbox"/> Lower wall | <input type="checkbox"/> Door | <input type="checkbox"/> Cabinet drawers |
| <input type="checkbox"/> Baseboard | <input type="checkbox"/> Door casing | <input type="checkbox"/> Stair tread |
| <input type="checkbox"/> Floor | <input type="checkbox"/> Door jamb | <input type="checkbox"/> Stair riser |
| <input type="checkbox"/> Radiator | <input type="checkbox"/> Door threshold | <input type="checkbox"/> Stair Stringer |
| <input type="checkbox"/> Pipe | <input type="checkbox"/> Closet Door | <input type="checkbox"/> Handrail |
| <input type="checkbox"/> Window interior sash | <input type="checkbox"/> Closet Ceiling | <input type="checkbox"/> Rail System |
| <input type="checkbox"/> Window exterior sash | <input type="checkbox"/> Closet wall | <input type="checkbox"/> |
| <input type="checkbox"/> Window well | <input type="checkbox"/> Closet Floor | |

3. All binding doors must be identified by “binding”.

4. All surfaces which show evidence of teeth marks must be identified by “teeth”.

5. Window protocol – As part of the initial CELI, Inspector will provide:

- XRF readings for all window components, including sashes, jambs, wells, casings and related components and documented in the inspection report.
- If XRF testing is inconclusive, Inspector may be directed by the Program Coordinator to return to property and collect paint chips from components to confirm presence of lead based paint.
- Every window needs to be tested individually.

Please note: The Director of the RI DOH has granted the LSHP a waiver allowing us to utilize a field measurable standard to determine if coated surfaces are negative for lead- based paint as measured by a mobile XRF instrument.

6. CELI - Dust Wipe Sampling

Dwelling units: Interior dust samples shall be collected from areas representing the "worst case" situation. Samples from floors and carpets shall be collected in high traffic areas nearest entries, in children’s bedrooms and play areas and/or under windows. A minimum of eight (8) interior dust wipe samples plus one (1) blank shall be collected from each of the following five (5) areas: Floors; windowsills and/or wells; carpets/upholstered furniture if present; room(s) frequently used for play and bedrooms. At least one window well per unit.

Common areas: Interior dust samples shall be collected from areas representing the "worst case" situation. At least one (1) dust wipe shall be collected from each floor of the common area with a minimum of two (2) interior dust wipe samples per common area.

- At least one dust wipe per porch where children may play.
7. Soil samples must be collected in the following locations:
 - 1 sample from each side of the house, 0'-3' from the house foundation or apron
 - 1 sample [composite] 0'-3' of all ancillary structures
 - 1 sample where paint chips or sanding debris are visible
 - 1 sample [composite] for each play area
 - 1 sample [composite] from a garden
 8. Paint chip collection/evaluation shall be performed as directed by the program on the Inspection Authorization Form.

E. Clearance Inspections

General Guidelines: Inspection firms must perform a clearance inspection and ship the lab samples on the same day using pre-printed shipping labels supplied by the LSHP. The inspector will review the results from the lab and notify the construction specialist, Contractor, homeowner, and the unit occupant(s) of the pass/fail nature of the results. The inspector must complete these notification duties including in the following instances:

- 1.) When results are provided on a Saturday or Holiday.
- 2.) When results are not available during normal business hours i.e., after 5:00 PM.
- 3.) When LSHP staff requests that the inspector contacts the Contractor and the unit occupants.

The Lead Hazard Reduction Contractors are required to inform both the LSHP and the inspector of the need for a clearance inspection 24 hours in advance. If an Inspector is unable to conduct the clearance at the requested time, he/she may assign the clearance inspection to another LSHP-approved inspector in the firm. If the firm is unable to conduct the inspection on the requested day, then the LSHP must be notified immediately. The Contractor and inspector shall endeavor to coordinate inspection appointments to eliminate down time for either party.

Tardiness (>30 minutes late for appointment) by the inspector or contractor will not be tolerated and shall be reported to the LSHP. Denied access or unprofessional behavior by the inspector or contractor will result in a failure and shall be reported to the LSHP. Repeated tardiness by the inspector will result in suspension or removal from the LSHP.

F. Clearance Inspection Guidelines:

- A. The clearance inspection should allow a minimum of thirty (30) minutes for the Contractor to make necessary corrections for the unit/common/exterior to pass the inspection. If the corrections cannot be made in a reasonable time period (inspectors' discretion to allow >30 minutes), the inspector will inform the Contractor that the visual clearance has failed by stating the fact verbally and

documenting the failure on the Clearance Findings Form. The return inspection should be scheduled at this time. The inspector shall notify the LSHP immediately of the failure.

- B. Interior dust samples shall be collected in accordance with the criteria and procedures specified previously in Environmental Lead Inspections, Section 6, but only after the dwelling unit/common area has passed a visual inspection of the interior.
- C. Report Forms
- The inspector will record remediation methods on the original CELI report form.
 - The inspector will review the LSHP Clearance Findings Form for items identified by the Construction Specialist as incomplete and ensure that these items have been addressed.
 - The contractor is responsible for providing a completed Lead Safe or Free Certificate.
 - The inspector will email copies of the lead safe certificate to the LSHP and the contractor within 24 hrs. of receiving the passing sample results.
 - The final clearance CELI report will be submitted with the invoice for the inspection within seven (7) calendar days. This report shall include the following: inspection cover page, wipe results page, lab report, a copy of the lead safe certificate, a copy of the RI Housing Clearance Findings Form signed by the inspector, and certified mail or homeowner receipt showing the report has been delivered.
 - The final inspection report and all Lead Safe Certificates must be entered into the Department of Health's LIRS system before payment will be processed.

G. New Construction Certification of Lead Free Status

New construction properties produced through RI Housing also must be inspected and determined to be lead free for agency purposes. Upon consultation with the RI DOH, the following documentation is required:

- RI DOH: Environmental Lead Inspection Report - Cover Page - Form PBLC-23-1 (7/05)
- RI DOH: Required Actions Following Inspection - Page Two - Form PBLC-23-2 (6/04)
- RI DOH: Water - Page Three PBLC-23-3.- (3/98)
- RI DOH: Floor Plan - Property Sketch - Page Four - Form PBLC-23-4 (9/97) or equivalent
- RI DOH: Soil - Page Eight - PBLC-23-8 (9/97)
- RI DOH: Interior Dust - Page 9 - Form PBLC-23-9 (9/97)
- RI DOH: Certification of Lead Free Status - PBLC-23-21 (9-97)
- Laboratory Report - Dust Wipe Sample Analysis
- Laboratory Report - Water Sample Analysis
- Laboratory Report - Soil Sample Analysis (if applicable)

For properties where the exterior is of pre-1978 construction:

- RI DOH: Exterior Lead Paint Inspection - Page Seven - PBLIC-23-7 (3/98), or PBLIC-23-7a (9/97)

Reports shall be forwarded to RIH LSHP, Owner, and RI DOH according to the RI DOH Regulations.

H. Down Grade Inspection for Gut Rehab Projects

Buildings that have undergone a gut rehab of the interior and/or exterior are eligible for a Down Grade Clearance. A successful downgrade inspection allows non-licensed construction personnel to work in the building. The inspector will perform a visual inspection of the property and document the following:

- All previously painted surfaces have either been removed from the interior of the building or have been stabilized to a lead-safe condition.
- All construction debris has been removed and dust has been cleaned up from the building.

Following a successful downgrade inspection, the inspector will issue a letter to the owner, the contractor, RI DOH and RIHousing within two (2) business days acknowledging the successful downgrade and documenting the painted components removed and any painted components that still remain (sample letters provided upon request).

In the event of failure to pass the downgrade inspection, the inspector will both verbally and in writing inform the contractor and RIHousing of the failure and the measures needed to pass inspection, preferably while on site but no later than 24 hrs. after the downgrade inspection.

I. Comprehensive Downgrade Inspection for Gut Rehab Projects

Buildings that have undergone a gut rehab of the interior and/or exterior that have permanently encapsulated components with no coatings remaining accessible, and no other pre-1978 components with coatings remaining, may qualify for a “Comprehensive Downgrade” in agreement with RI DOH. The inspector will perform a visual inspection of all surfaces to confirm the above criteria. To substantiate the conditions, the inspector will:

- Perform a visual inspection of rooms/areas/units, common areas, exterior & soil
- Photograph representative window and door openings on each floor/area of the building that represents the existing conditions.
- Complete forms provided by the LSHP to correspond with the areas photographed, and to identify the type and number of components where coatings typically remain. E.g., window and door frames, stairs, trim, floors. The inspector will utilize typical conventions to identify the location of suspect components.
- Dust wipes are not included in this inspection.

J. Laboratory Sample Analysis

All environmental samples will be submitted to LSHP designated Laboratory (hereafter referred to as Laboratory) for analysis. Laboratory will bill RIHousing directly for samples and shipping charges. The results will be e-mailed to both RIHousing and the Inspector.

- Preprinted shipping labels forms will clearly identify the following (sample provided upon request):
 - Property Address
 - Inspector Identification
 - Inspector and Construction Specialist Initials
 - Special notification instructions
 - Sample Identification Number(s)
 - Sample Size as appropriate
 - Media to be tested

These shipping labels will be used only for RIHousing properties.

K. TAT (Turn Around Time)

CELI samples and clearance samples of soil, water, or paint - no less than three (3) days. Clearance wipe samples - two (2) hours.

L. Performance

LSHP staff will periodically review the inspection firm's performance in the following areas to determine whether any substandard performance or violations have occurred:

- A. Quality of work – accuracy and completeness of information
- B. Adherence to time frames
- C. Adherence to Program Protocols
- D. Repeated incidences of substantial errors
- E. Repeated incidences of clerical errors
- F. Failure to correct errors or omissions
 - Minor errors not requiring a return visit must be corrected and faxed to the LSHP within two (2) business days.
 - Substantial errors requiring a return inspection must be corrected and delivered to the LSHP within five (5) business days.

Substandard performance on the part of the inspector, including, but not limited to, defective or insufficient inspection work not remedied, any failure to comply with HUD Risk Assessment requirements, or any failure to adhere to the terms and provisions of these Protocols may, in RIHousing's sole discretion, (i) result in the withholding of payment under Section 4 of the Agreement for Services until such time as any deficiencies are rectified to the satisfaction of RIHousing and/or (ii) result in a default under Section 23 of the Agreement for Services.



I acknowledge receipt and acceptance of these
Protocols. I agree to participate in the Lead Safe
Homes Program in accordance with these Protocols.

Signature

Date

Printed Name and Title

Inspection Firm