



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF HEALTHY HOMES AND
LEAD HAZARD CONTROL

[Date]

[Project Owner Name]
[Project Owner Street Address]
[Project Owner City, State, Zip Code Address]

REGARDING: Big Buy Reimbursement Program
SUBJECT: REMS Property ID Number []

Dear [Project Owner Name]:

The Office of Healthy Homes and Lead Hazard Control has received the executed Owner's Statement of Interest and Property Profile Verification form submitted for the [INSERT PROPERTY NAME]. To be considered further for financial assistance under the Big Buy Reimbursement Program you will be required to:

- Engage a certified risk assessor to perform the lead risk assessment of [INSERT PROPERTY NAME] and to prepare a risk assessment report in accordance with HUD's *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*, requirements established by the U.S. Environmental Protection Agency (EPA), and any State and local government requirements applicable to the jurisdiction in which the multifamily housing property is located.
- Submit the risk assessment report to HUD's quality assurance contractor, sufficiently before September 30, 2009, so as to have this contractor review the report and provide you with a description of any deficiencies identified. You should then arrange with your risk assessor to correct the deficiencies, and then resubmit the report. If necessary, the process may be repeated a second time before the deadline.
- If the report is found technically acceptable (either as submitted or as revised), submit a copy of the invoice from the risk assessor to HUD's reimbursement contractor.

Contact information for both contractors and additional information is enclosed. HUD will consider for reimbursement only the cost associated with the performance of the initial risk assessment for the subject property. Owners are encouraged to undertake the required risk assessment and submit the risk assessment report as early as possible. Reimbursement payments will be authorized, until funds are exhausted, in the order in which risk assessment reports are approved.

HUD has posted additional information regarding the Big Buy Reimbursement Program on the web at <http://www.hud.gov/offices/lead/enforcement/bigbuy.cfm>. Questions regarding the Big Buy Reimbursement Program may be submitted to HUD by email to Lead.Enforcement@hud.gov.

All other questions regarding reporting and management issues related to the project should be addressed to the assigned HUD Project Manager at the appropriate HUD Field Office.

Sincerely,

Zuleika K. Morales-Romero, Director
Lead Programs Enforcement Division

Enclosure:

Big Buy Reimbursement Program: Requirements for Financial Assistance