



COLORADO

**Hazardous Materials
& Waste Management Division**

Department of Public Health & Environment

Low Income Radon Mitigation Assistance (LIRMA) Program

Policy and Procedures Manual

Revised October 12, 2018

Colorado Department of Public Health and Environment (CDPHE) Low Income Radon Mitigation Assistance (LIRMA) Program

PROGRAM DESCRIPTION

The CDPHE, Hazardous Materials and Waste Management Division (HMWMD), Radiation Program, shall use designated funds from Colorado Revised Statute (CRS) 25-11-114 to provide financial assistance to low-income individuals for radon mitigation services. The intent of the program is to enhance a safe living environment for low-income homeowners in Colorado.

LIRMA PROGRAM ELIGIBILITY GUIDELINES

CONTRACTOR ELIGIBILITY REQUIREMENTS

In order to participate in the LIRMA program, a radon mitigation contractor must:

1. Complete an application
2. Meet defined requirements
3. Provide necessary documentation
4. Be approved by the LIRMA program

HOMEOWNER ELIGIBILITY REQUIREMENTS

1. Homeowners must occupy the property as their primary (principal) residence and certify such occupancy by signing the application.
2. Must be a Colorado resident.
3. Must have proof of ownership to the subject property.
4. Applicant must be considered a low-income household and meet the low income limits specified in the income table (Appendix A). Annual income based on total adjusted gross income from previous years' federal income taxes.
5. The following types of homes are eligible for the LIRMA program:
 - a. Single family dwelling unit;
 - b. One-to-four unit buildings. The unit occupied by the owner is eligible for mitigation assistance under the program;
 - c. Condominium or cooperative unit; or
 - d. Manufactured homes.
6. A radon test result greater than 4 picoCuries of radon per liter of air ($>4\text{pCi/L}$) (short term test 2-90 days or a long term test of 91 days-year) from a National Radon Proficiency Program or National Radon Safety Board (NRPP/NRSB) approved, accurately conducted test kit must be provided with application.

PROGRAM RESTRICTIONS

1. Funding assistance not to exceed \$1,500.00 for installation of radon mitigation system and post-mitigation testing. Costs exceeding \$1,500.00 must be approved by the LIRMA Program.
2. A person may not apply for assistance more than one time in a calendar year.
3. Rental units and/or properties listed for sale are **NOT** eligible for this program.
4. Homes with mitigation systems currently installed are **NOT** eligible for mitigation assistance funding or reimbursement under this program.

5. Funding is limited; therefore, applications will be prioritized for funding based on the order received and completeness of the application. Homeowners with completed applications will be notified if funding is unavailable and the application will be prioritized for the next round of funding.

PROCEDURES

P1 – RADON CONTRACTOR ELIGIBILITY LIST

1. Contractors who want to be considered for the eligibility list must be certified and in good standing with the National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB).
2. Contractor completes and signs Radon Contractor's LIRMA Application form C1 and submits required documentation to the LIRMA Program:
 - a. Certificate of Fact of Good Standing from the Colorado Secretary of State (<http://www.sos.state.co.us/>)
 - b. State Substitute W-9
 - c. Copy of NRPP or NRSB Certificate or Certification Card
 - d. A valid liability insurance certificate - Insurance certificate on Accord form must have:
 - i. \$1,000,000 Commercial/General Liability coverage per occurrence
 - ii. \$1,000,000 Auto Liability coverage
 - iii. \$1,000,000 Worker's Comprehensive coverage
3. The LIRMA Program will review the application for completeness and eligibility within 30 days of receipt.
4. The LIRMA Program may request missing, incomplete or additional information from the applicant. These requests must be fulfilled within 30 days of the CDPHE request or the application will be abandoned.
5. If approved, the radon contractor will be notified via telephone and/or email, or if rejected, the radon contractor will be notified via email with an explanation of rejection. Contractor will not be eligible to reapply for one year after the date of rejection.
6. Contractor applications may be submitted throughout the year. Approved applicants will be added to the eligibility list within 30 days of approval.
7. Contractors can request to be removed from the eligibility list at any time by notifying the LIRMA Program.
8. The LIRMA Program may remove any contractor from the list for noncompliance with radon mitigation standards or the LIRMA program.
9. Any lapse in insurance and/or certification and the contractor will be removed from the eligibility list (it is the contractors' responsibility to send applicable insurance, certification, or other updates to the LIRMA Program).
10. Once approved, the LIRMA program will notify all eligible contractors via email when LIRMA jobs become available. Interested contractors will contact homeowner and prepare bid for job.

P2 - SUBMISSION OF LIRMA APPLICATION BY APPLICANT

1. The homeowner shall complete and sign the Homeowners LIRMA Application form H1 and submit the required documentation:
 - a. Radon test results > 4 pCi/L in the home within 12 months of application;
 - b. Proof of home ownership – copy of a Warranty Deed or Deed of Trust;
 - c. Copy of a current mortgage statement;

- d. Copy of homeowners' previous years Federal Income Tax Form filed with the Internal Revenue Service (IRS);
- e. Copy of a current Colorado Driver's License, Identification Card or Military Identification Card.

P3 - APPLICANT ELIGIBILITY DETERMINATION AND APPROVAL

1. All applications are processed on a first-come, first-served basis.
2. The LIRMA Program will review the application for completeness and eligibility within 30 days of receipt.
3. The LIRMA Program may request missing, incomplete or additional information from the applicant. These requests must be fulfilled within 30 days of the CDPHE request or the application will be abandoned.
4. If approved, the homeowner will be notified via telephone and/or email, or if rejected, the homeowner will be notified via email with an explanation of rejection.
5. All award decisions by the LIRMA program are final and not subject to appeal or further review. However, any applicant may provide feedback on the LIRMA Program implementation and processes at any time in order to facilitate continuous improvement, efficiency, and effectiveness of the program.

P4 – MITIGATION SYSTEM DESIGN APPROVAL AND INSTALLATION

1. Upon receipt and approval of the homeowner application, the LIRMA Program will send a notice via email of job availability to LIRMA eligible contractors.
2. Interested LIRMA contractors will have 7 days to submit a mitigation plan and a bid to the LIRMA program. Mitigation plan must include:
 - a. A guarantee that the system will reduce radon levels below 4pCi/L;
 - b. A minimum 5-year warranty on the fan and workmanship;
 - c. Compliance with contractor declared mitigation standards;
3. An onsite assessment of the home and diagnostics are highly recommended. All bids are FINAL.
4. For homes with a passive Radon Resistant New Construction (RRNC) system **the contractor should bid the job as follows:**
 - a. If the system **appears** to be usable, propose an initial price for activation of the system with no guarantee or warranty. If there are obvious issues that would deem the system unusable, explain what the issues are.
 - b. Propose an additional cost for the proper abandonment of the RRNC system and the installation of a new system that would include the standard 5-year warranty.
 - c. CDPHE will review the proposals and select a contractor. If activation of the system results in radon levels below 4PCi/L, the job is complete, the standard 5-year warranty is issued to the consumer and CDPHE pays the contractor the initial portion of the bid. If activation does not result in levels below 4PCi/L the RRNC system will be properly abandoned and the new system will be installed at the additional bid price.
5. Phased approach mitigations will NOT be allowed.
6. The LIRMA Program reviews the mitigation plan for compliance with standards and requirements.
7. It is the intent of this program to assist as many low-income homeowners as possible with limited funding; therefore, the mitigation cost must be justifiable.
8. Homeowner must get Home Owners Association (HOA) approval-if applicable.
9. The LIRMA program will assign the job to the most appropriate bid.
10. Contractor must obtain any permits required by the local jurisdiction.

11. The contractor installs the system within 14 days of approval, according to SOW and the mitigation plan.
12. Contractor provides an approved post-mitigation test kit to the homeowner and a copy of warranty/guarantee.
13. The contractor provides post-installation photos of the system to the LIRMA Program. Photos must contain at minimum:
 - a. Crawl space cover/slab penetration/sump pit (or other suction point locations);
 - b. Labeling and manometer on system;
 - c. Fan;
 - d. Electrical connections;
 - e. Termination point.
14. The contractor removes construction waste and debris generated during installation.

P5 - POST INSTALLATION AND PAYMENT

1. The homeowner conducts the contractor provided radon test no sooner than 7 days after installation and within 30 days of installation. Test results must be provided to the LIRMA program within 45 days post installation.
2. If test results confirm levels $<4\text{pCi/L}$ the contractor will be reimbursed the amount in the final bid.
3. The LIRMA Program has the right to randomly inspect systems for compliance.

P6 – MITIGATION CLOSEOUT

1. The LIRMA Program adds pertinent information to the LIRMA applicant database.
2. Due to the confidential financial information of applicants, all applicable applications, forms and documentation will be destroyed after payment is made. It is the responsibility of the homeowner to retain copies of warranties and guarantees.

Appendix A

CDPHE LIRMA PROGRAM LOW INCOME LIMITS								
# PERSONS IN HOUSEHOLD	1	2	3	4	5	6	7	8
COUNTY	PERSON	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE
Adams County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Alamosa County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Arapahoe County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Archuleta County	35,750	40,850	45,950	51,050	55,150	59,250	63,350	67,400
Baca County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Bent County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Boulder County	46,000	52,600	59,150	65,700	71,000	76,250	81,500	86,750
Broomfield County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Chaffee County	34,300	39,200	44,100	48,950	52,900	56,800	60,700	64,650
Cheyenne County	36,750	42,000	47,250	52,500	56,700	60,900	65,100	69,300
Clear Creek County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Conejos County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Costilla County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Crowley County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Custer County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Delta County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Denver County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Dolores County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Douglas County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Eagle County	46,000	52,600	59,150	65,700	71,000	76,250	81,500	86,750
El Paso County	39,800	45,450	51,150	56,800	61,350	65,900	70,450	75,000
Elbert County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Fremont County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Garfield County	39,050	44,600	50,200	55,750	60,250	64,700	69,150	73,600
Gilpin County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Grand County	42,800	48,900	55,000	61,100	66,000	70,900	75,800	80,700
Gunnison County	38,550	44,050	49,550	55,050	59,500	63,900	68,300	72,700
Hinsdale County	43,700	49,950	56,200	62,400	67,400	72,400	77,400	82,400
Huerfano County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Jackson County	34,900	39,900	44,900	49,850	53,850	57,850	61,850	65,850
Jefferson County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Kiowa County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Kit Carson County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
La Plata County	39,600	45,250	50,900	56,550	61,100	65,600	70,150	74,650
Lake County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Larimer County	43,800	50,050	56,300	62,550	67,600	72,600	77,600	82,600
Las Animas County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Lincoln County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Logan County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Mesa County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Mineral County	39,350	44,950	50,550	56,150	60,650	65,150	69,650	74,150
Moffat County	39,550	45,200	50,850	56,500	61,050	65,550	70,100	74,600

CDPHE LIRMA PROGRAM LOW INCOME LIMITS								
# PERSONS IN HOUSEHOLD	1	2	3	4	5	6	7	8
COUNTY	PERSON	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE
Montezuma County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Montrose County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Morgan County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Otero County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Ouray County	41,550	47,450	53,400	59,300	64,050	68,800	73,550	78,300
Park County	44,900	51,300	57,700	64,100	69,250	74,400	79,500	84,650
Phillips County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Pitkin County	49,750	56,850	63,950	71,050	76,750	82,450	88,150	93,800
Prowers County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Pueblo County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Rio Blanco County	42,650	48,750	54,850	60,900	65,800	70,650	75,550	80,400
Rio Grande County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Routt County	42,850	49,000	55,100	61,200	66,100	71,000	75,900	80,800
Saguache County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
San Juan County	35,200	40,200	45,250	50,250	54,300	58,300	62,350	66,350
San Miguel County	45,050	51,450	57,900	64,300	69,450	74,600	79,750	84,900
Sedgwick County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Summit County	46,000	52,600	59,150	65,700	71,000	76,250	81,500	86,750
Teller County	42,200	48,200	54,250	60,250	65,100	69,900	74,750	79,550
Washington County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
Weld County	38,450	43,950	49,450	54,900	59,300	63,700	68,100	72,500
Yuma County	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400