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**COLORADO**

**Hazardous Materials  
& Waste Management Division**

Department of Public Health & Environment

# Low Income Radon Mitigation Assistance (LIRMA) Program

## Policy and Procedures Manual

*Revised July 15, 2016*

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28 **Colorado Department of Public Health and Environment (CDPHE)**  
29 **Low Income Radon Mitigation Assistance (LIRMA) Program**  
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31 **PROGRAM DESCRIPTION**  
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33 The CDPHE, Hazardous Materials and Waste Management Division (HMWMD), Radiation Program, shall use  
34 designated funds from Colorado Revised Statute (CRS) 25-11-114 to provide financial assistance to low-  
35 income individuals for radon mitigation services. The intent of the program is to enhance a safe living  
36 environment for low income homeowners in Colorado.  
37

38 **LIRMA RESTRICTIONS**  
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- 40 1. Homeowners must occupy the property as their primary (principle) residence, be a Colorado resident  
41 and qualify as a low income household at the time of application.  
42
- 43 2. The maximum level of funding available is as follows:  
44
  - 45 1. Funding assistance not to exceed *\$1,500.00* for installation of radon mitigation system and post-  
46 mitigation testing. Costs exceeding *\$1,500.00* must be approved by the LIRMA Program.
  - 47 2. A person may not apply for assistance more than one time in a calendar year.  
48
- 49 3. Current EPA guidelines recommend mitigation when radon concentrations inside of a home exceed an  
50 annual average of 4 picoCuries of radon per liter of air (4pCi/L). A radon test (short term test 2-90 days  
51 or a long term test of 91 days-year) using a certified, accurately conducted test kit will be used as the  
52 determining factor for consideration.  
53
- 54 4. Following mitigation system installation, a post-mitigation test showing levels have been reduced below  
55 4pCi/L will be required for reimbursement to the mitigation contractor.  
56
- 57 5. Funding is limited and will be provided from July 1-June 30 annually- until expended for the state fiscal  
58 year.
- 59 6. Once funding has been expended for the current state fiscal year, the LIRMA program will cease  
60 accepting applications until additional funding becomes available. If funding is not available at the time  
61 of application, the applicant may request that the LIRMA program hold the application (for up to 45  
62 days) while the program awaits additional funding. Unless otherwise indicated, the LIRMA program  
63 will not hold applications for longer than 45 days while waiting for funding. If it has been longer than  
64 45 days since the application was received by the LIRMA program, the applicant will be required to  
65 reapply and resubmit all necessary documentation.
- 66 7. Rental units and/or properties listed for sale are **NOT** eligible for this program.
- 67 8. Homes with mitigation systems currently installed are **NOT** eligible for mitigation assistance funding or  
68 reimbursement under this program.  
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73 **LIRMA PROGRAM ELIGIBILITY GUIDELINES**  
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76 **CONTRACTOR ELIGIBILITY REQUIREMENTS**

77 In order to participate in the LIRMA program, a radon mitigation contractor must complete an application,  
78 meet defined requirements, provide necessary documentation and be approved by the LIRMA program.  
79

80 **PROPERTY ELIGIBILITY REQUIREMENTS**

81 The following types of homes are eligible for the LIRMA program:  
82

- 83 1. Single Family dwelling unit;
- 84 2. One-to Four unit buildings. The unit occupied by the owner is eligible for mitigation assistance under  
85 the program;
- 86 3. Condominium or cooperative unit; or
- 87 4. Manufactured homes.  
88

89 **OCCUPANCY REQUIREMENTS**

- 90 1. Occupancy is established by the owner(s) living in the dwelling as their primary residence and by  
91 signature on the application certifying such occupancy.  
92

93 **OWNERSHIP REQUIREMENTS**

- 94 1. Having proof of ownership to the subject property.  
95

96 **INCOME ELIGIBILITY REQUIREMENTS**

97 The applicant must be considered a low-income household and meet the low income limits specified in the  
98 income table (Appendix A). Annual income based on total Adjusted Gross Income from previous years federal  
99 income taxes.  
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101 **DETERMINATION OF ELIGIBILITY**

102 Verification of ownership and income levels will be conducted as part of the review process.  
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# 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. Contractors must register with the Colorado Vendor Self Service System (VSS). Information and registration is at [www.colorado.gov/vss](http://www.colorado.gov/vss)
3. Contractor completes and signs Radon Contractor's LIRMA Application form LC1 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. 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
4. The LIRMA Program will review the application for completeness and eligibility within 30 days of receipt.
5. 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.
6. If approved, the Radon Contractor will be notified via telephone and/or email, or if rejected, the Radon Contractor will be notified via certified mail with explanation of rejection. Contractor will not be eligible to reapply for one year after the date of rejection.
7. Contractor applications may be submitted throughout the year. Approved applicants will be added to the eligibility list within 30 days of approval.
8. Contractors may "OPT OUT" of the eligibility list at any time by notifying the LIRMA Program.
9. The LIRMA Program may remove any contractor from the list for noncompliance with LIRMA program.
10. 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).

## **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);
  - f. Copy of a current Colorado Driver's License, Identification Card or Military Identification Card.

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164 **P3 - APPLICANT ELIGIBILITY DETERMINATION AND APPROVAL**  
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- 166 1. All applications are processed on a first-come, first-served basis.  
167 2. The LIRMA Program will review the application for completeness and eligibility within 30 days of  
168 receipt.  
169 3. The LIRMA Program may request missing, incomplete or additional information from the applicant.  
170 These requests must be fulfilled within 30 days of the CDPHE request or the application will be  
171 abandoned.  
172 4. If approved, the homeowner will be notified via telephone and/or email, or if rejected, the homeowner  
173 will be notified via certified mail with an explanation of rejection.  
174 5. All award decisions by the LIRMA program are final and not subject to appeal or further review.  
175 However, any applicant may provide feedback on the LIRMA Program implementation and processes at  
176 any time in order to facilitate continuous improvement, efficiency, and effectiveness of the program.  
177

178 **P4 - MITIGATION SYSTEM DESIGN APPROVAL AND INSTALLATION**  
179

- 180 1. Upon receipt and approval of the homeowner application, the LIRMA Program will provide the  
181 homeowner with a list of LIRMA eligible contractors.  
182 2. The homeowner requests bids from LIRMA eligible contractors of their choice.  
183 3. The LIRMA contractor conducts an onsite assessment of the home to determine the optimum location  
184 for installation.  
185 4. The LIRMA contractor determines the need to conduct additional diagnostics that would be sufficient  
186 for the contractor to provide a guarantee to reduce indoor radon levels to less than 4.0 pCi/L.  
187 5. LIRMA contractor submits mitigation bid to homeowner.  
188 6. The homeowner selects their contractor of choice.  
189 7. The LIRMA contractor submits mitigation plan to homeowner and the LIRMA Program. Mitigation  
190 plans must include:  
191 a. A guarantee that the system will reduce radon levels below 4pCi/L;  
192 b. A minimum 5 year warranty on the fan and workmanship;  
193 c. Compliance with contractor declared mitigation standards;  
194 d. A Lien Waiver for the home; and  
195 e. Home Owners Association (HOA) approval-if applicable.  
196 8. Contractor must obtain any permits required by the local jurisdiction.  
197 9. The LIRMA Program reviews the mitigation plan for compliance with standards and requirements (It is  
198 the intent of this program to assist as many low income homeowners as possible with limited funding;  
199 therefore, the mitigation cost must be justifiable).  
200 10. The LIRMA Program provides the contractor with a Statement of Work (SOW) (Form C2) for a firm  
201 fixed price.  
202 11. The LIRMA eligible certified radon mitigation contractor installs the system within 60 days of approval  
203 according to SOW and the mitigation plan and provides a certified post-mitigation test kit to  
204 homeowner.  
205 12. The contractor removes construction waste and debris generated during installation.  
206

207 **P5 - POST INSTALLATION AND PAYMENT**  
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- 209 1. The homeowner conducts the contractor provided radon test no sooner than 24 hours after installation  
210 and within one week of installation. Test results must be provided to the LIRMA program within 30  
211 days post installation.

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2. If test results confirm levels  $<4\text{pCi/L}$ , the LIRMA eligible contractor submits an invoice and post-installation photos of the system to the LIRMA Program (photos should consist of crawl space cover/slab penetration (or other suction point location), labeling and manometer on system, fan, wiring and termination point).
  2. The LIRMA Program has the right to randomly inspect systems for compliance.
  3. The LIRMA Program pays the contractor.

219 **P6 – MITIGATION CLOSEOUT**

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1. The LIRMA Program adds pertinent information to the LIRMA applicant database.
  2. All applicable applications, forms and documentation will be filed.

DRAFT

**Appendix A: CDPHE LIRMA PROGRAM LOW INCOME LIMITS**

<b># PERSONS IN HOUSEHOLD</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>COUNTY</b>	<b>PERSON</b>	<b>PEOPLE</b>						
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

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



Dedicated to protecting and improving the health and environment of the people of Colorado

**LIRMA PROGRAM RADON CONTRACTOR APPLICATION FOR ELIGIBILITY LIST**

\_\_\_\_\_  
**Business Name** \_\_\_\_\_  
**VSS Number**

\_\_\_\_\_  
**Doing Business As (if applicable)** \_\_\_\_\_  
**Business Owner Name**

\_\_\_\_\_  
**Business Address** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
**City** **State** **Zip Code**

\_\_\_\_\_  
**Mailing Address (if different than above)** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
**City** **State** **Zip Code**

\_\_\_\_\_  
**Mitigation Contractor Name** \_\_\_\_\_ \_\_\_\_\_  
**NRPP/NRSB Certification #** **Expiration Date**

\_\_\_\_\_  
**Phone Number** \_\_\_\_\_ \_\_\_\_\_  
**Fax Number** **Email Address**

**Mitigation standard to be followed:**

- EPA Radon Mitigation Standards
- ASTM 2121 – 13

*The undersigned does hereby certify that all information above is true, accurate and complete; and does hereby authorize the Colorado Department of Public Health and Environment to make independent investigations necessary to verify any information provided on the Contractor Application Form.*

\_\_\_\_\_  
**Mitigation Contractor Signature** \_\_\_\_\_  
**Date**

**Include the following documents with the application:**

- a. Certificate of Fact of Good Standing from the Colorado Secretary of State (<http://www.sos.state.co.us/>);
- b. A current Internal Revenue Service W-9 form;
- c. A copy of the 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

**Mail completed form and all attachments to:**

Christine Kelley  
 Colorado Department of Public Health and Environment  
 HMWMD  
 4300 Cherry Creek Drive South  
 Denver, CO 80246-1530



**COLORADO**

Department of Public Health & Environment

LIRMA FORM C2

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**LIRMA PROGRAM RADON CONTRACTOR STATEMENT OF WORK (SOW)**

Business Name (and dba name, as applicable) VSS Number

Mitigation Contractor Name NRPP/NRSB Certification # Expiration Date

Homeowner Name

Mitigation Address City State Zip Code

Date of Installation

**Terms & Conditions**

1. This is a Fixed Price Agreement. CDPHE agrees to pay the Contractor the sum of \$\_\_\_\_\_.
2. The Contractor agrees to adhere to all contents of the approved mitigation plan.
3. The Contractor agrees to adhere to all policies and procedures in the LIMA Manual.
4. The Contractor agrees to adhere to all local permit requirements.
5. The Contractor will conduct pre-installation diagnostics on home to determine optimum location for installation.
6. The Contractor guarantees the mitigation system will reduce the radon levels below 4pCi/L (picocuries per liter).
7. The Contractor shall provide a minimum 5 year warranty on the fan and workmanship.
8. To receive payment the Contractor shall:
  - a. Submit a single invoice for the fixed price to CDPHE within 30 days of receiving post mitigation test results from laboratory via email to [chrys.kelley@state.co.us](mailto:chrys.kelley@state.co.us).
  - b. The invoice **must be accompanied by a copy of post-mitigation test results from laboratory and post-mitigation system photos.**
  - c. Provide other documentation as requested by CDPHE to support the invoice.

*The undersigned accepts and agrees to the Terms & Conditions above and does hereby acknowledge that the Colorado Department of Public Health and Environment may, at any time, make an independent inspection of the system to confirm compliance with the submitted mitigation plan or other requirements of the LIMA program.*

Mitigation Contractor Name

Date



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**LIRMA PROGRAM HOMEOWNER APPLICATION**

<b>Homeowner Last Name</b>	<b>First</b>	<b>M.I.</b>	<b>Date of Birth</b>
<b>Co-Homeowner Last Name</b>	<b>First</b>	<b>M.I.</b>	<b>Date of Birth</b>
<b>Address</b>	<b>City</b>	<b>County</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Alternate Phone Number</b>	<b>Email Address</b>	

**HOUSEHOLD INFORMATION:**

1. Number of adults living in household \_\_\_\_
  - a. # disabled? \_\_\_\_
  - b. # elderly (62 years of age or older) \_\_\_\_
2. Number of children (less than 18 years of age) living in household \_\_\_\_
  - a. # disabled \_\_\_\_
3. Household gross annual income \_\_\_\_\_

**PROPERTY INFORMATION:**

1. Type of dwelling (select one):
  - a. Single family house \_\_\_\_
  - b. Manufactured home \_\_\_\_
2. One-to four unit building
  - a. Townhouse \_\_\_\_
  - b. Condominium \_\_\_\_
3. Foundation type (select one):
  - a. Crawlspace \_\_\_\_
  - b. Basement (on concrete slab) \_\_\_\_
  - c. Slab on grade (concrete slab, same level as ground) \_\_\_\_
  - d. Combination slab/crawlspace \_\_\_\_
  - e. Raised subfloor \_\_\_\_
  - f. Do not know \_\_\_\_
4. Date home was purchased \_\_\_\_\_
5. Purchase price \_\_\_\_\_
6. Year home was built \_\_\_\_\_
7. My home is \_\_\_\_ is not \_\_\_\_ (select one) under the governance of a home owners association (HOA). (If yes, you will need the approval of the mitigation plan from the HOA.)
8. Total amount presently owed on the home \_\_\_\_\_  
 (Include first and second mortgages, loans, liens, etc.)

**INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:**

1. Copy of radon test results showing radon levels are more than 4 pCi/L (picocuries per liter)
2. Proof of ownership – copy of a Warranty Deed or Deed of Trust
3. Copy of the most recent mortgage statement
4. Copy of the homeowners previous years federal income tax form (Form 1040, 1040EZ, etc.) filed with the Internal Revenue Service (IRS)

5. Photocopy of a current Colorado driver's license, state of Colorado issued identification card or military identification card

*The undersigned does hereby certify that all information above is true, accurate and complete; and does hereby authorize the Colorado Department of Public Health and Environment to make independent investigations necessary to verify any information provided on the application form. The applicant also understands that the Colorado Department of Public Health and Environment does not accredit, certify, recommend or endorse individual contractors and is not responsible for work done or liability incurred by the individuals.*

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Homeowner's Signature

\_\_\_\_\_  
Date

**Mail completed form and all attachments to:**

Christine Kelley  
Colorado Department of Public Health and Environment  
HMWMD  
4300 Cherry Creek Drive South  
Denver, CO 80246-1530