

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Lead Hazard Control and Healthy Homes Grant Program
AGENCY REQUEST FOR PROPOSAL

NAME OF GRANT PROGRAM: Lead Hazard Control and Healthy Homes (LHCHH)

PURPOSE OF PROGRAM: To provide lead hazard control and healthy homes services to low-income households in New Jersey communities with the highest need, defined as jurisdictions with at least 3,500 pre-1940 occupied rental units. Priority will be given to households with pregnant individuals, children under six, and children with elevated blood lead levels.

All work will follow EPA RRP lead-safe requirements, including containment, dust-minimizing practices, and cleaning verification. Healthy homes measures will support long-term hazard reduction.

Goals of the program include reducing lead exposure among vulnerable households, increasing public awareness, and strengthening the state's lead mitigation contractor capacity.

AVAILABLE FUNDING: DCA will award \$3,413,007.00 to conduct environmental testing and lead hazard control activities and an additional \$800,000.00 for supplemental healthy homes work, for a total of \$4,213,007.00. DCA anticipates that this funding will be divided among 9 sub-recipients, but awards will be issued based on ability to provide services to targeted populations and historical performance on DCA grants. DCA reserves the right to increase or decrease final award amounts at any time based on subgrantee performance. DCA will ensure equity in the amount of assistance allocated across service areas based on the submitted proposals.

SERVICE AREAS: The service area for the LHCHH grant consists of 13 counties: Atlantic, Bergen, Burlington, Camden, Essex, Hudson, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, and Union counties. Special focus will be given to 12 municipalities: Camden, East Orange, Newark, Bayonne, Hoboken, Jersey City, Union City, West New York, Trenton, Passaic, Paterson, and Elizabeth. Of the 216,680 residential housing units that fall under this jurisdiction, priority will be given to households with children under the age of six and pregnant individuals due to the higher severity of health issues that lead causes for these populations.

ELIGIBLE APPLICANTS: This RFP is open to nonprofit 501c (3) organizations and units of local government with experience in administering lead hazard control and/or healthy homes services. Applicants must meet the following qualifications to be considered for funding:

- Demonstrated ability to carry out all LHCHH work flow processes, from client outreach and intake through project clearance to submission of required reporting
- Demonstrated ability to manage subcontractors to conduct lead-based paint and healthy homes hazard reduction work.
- Demonstrated ability to handle case management of relocated occupants as per DCA policy and Uniform

Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended

- Compliant with proper waste disposal methods
- Have working knowledge and capacity to educate clients on the dangers of lead-based paint hazards
- Have working knowledge formal bidding, contractor selection, and contract award processes
- Hold EPA RRP certification
- Compliant with Federal Fair Housing, Non-Discrimination, and Equal Opportunity requirements

ELIGIBLE PROGRAM PARTICIPANTS:

Single-Family Owner-Occupied Units

- The combined gross income of a household that is owner-occupied must be within 80% of the Area Median Income (AMI) for the county of residence as defined by HUD Income Guidelines.
- 90% of owner-occupied units must have a child under 6 years old, a child under 6 years old that spends significant time in the home, or a pregnant individual. Significant time is a place that a child under 6 regularly occupies; the child's presence is routine and part of daily or weekly life.

Single-Family Rental Units (1 to 4 units)

- For rental units, at least 50% of the rental units in the building must be less than 50% AMI. The remaining units (no more than 49%) must be below 80% AMI.

Multi-Family Units

- The property has 5 or more units.
- 33% of the households must have a high-risk individual:
 - a child with Elevated Blood Lead Levels (EBLL)
 - A child under 6 years old that spends significant time in the home or
 - A pregnant individual
- No more than 20% of the units may exceed 80% of AMI. Of the remaining units, at least 50% must be occupied by households with incomes below 50% of AMI, and all other units must be occupied by households below 80% of AMI.

Ineligible Units

- Vacant units
- Project-based or publicly assisted units
- Properties built after 1978
- Units outlined as ineligible in DCA policy

All DCA LHRHH subgrantee lead hazard reduction activities will be done in compliance with the HUD OLHCHH grant terms and conditions and the DCA LHRHH policies and procedures. All required supporting documentation for each

project will be uploaded into DCA's CRM application portal. The most recently available income information, as outlined in DCA policy, must be input in the Income tab in CRM to calculate annual income for the household.

ELIGIBLE ACTIVITIES: The grant awardees will oversee all eligible grant activities, including but not limited to:

- Maintain sufficient, qualified staff to execute all required program activities and coordinate staff training as needed. A typical breakdown of staff positions and responsibilities for Lead Assistance Programs include:
 - Program Manager
 - Act as main point of contact with DCA
 - Oversee all program operations to ensure seamless service delivery
 - Delegate operational responsibilities and ensure staff are adequately trained for their roles
 - Oversee contractor procurement processes
 - Fill gaps in work flow as needed
 - Outreach and Intake Coordinator
 - Engage with potential applicants to explain program details
 - Facilitate submission of required application information in CRM
 - Update CRM and the HESWAP production system with required data through project completion
 - Lead Construction Manager (LCM)*
 - Liaise with clients and contractors
 - Document the life of the project with photographs and notes of the entire property taken before, during, and after hazard reduction work
 - Assure quality of work completed and arrange prompt resolution for any defects identified
 - Update HESWAP with required data as project progresses
 - *This position oversees all field operations and is vital for production to move forward. The LCM is required to be on site throughout project lifecycles. It is crucial that the LCM is well versed in lead and healthy homes hazard containment activities and must be RRP certified.
 - Fiscal Coordinator
 - Oversee fiscal operations and ensure program expenditure stays within budget
 - Prepare and submit required reporting and other requests in SAGE system
 - Submit all required supporting documentation for reported expenditures

All grant staff must be approved by DCA prior to their starting work on the grant. Any changes in staff must be reported to DCA immediately and no later than 3 business days after change took place.

- Procure a pool of qualified contractors to carry out all required testing and service delivery processes.
- Conduct outreach to advertise the program and recruit eligible applicants in targeted service areas.

- Intake and adjudicate client applications and required documentation to ensure program eligibility. All required information and documentation must be uploaded into CRM.
- Coordinate Lead Inspection/Risk Assessments (LIRAs) and Tier 2 Environmental Reviews for approved applicants to thoroughly identify all lead-based paint and healthy homes hazards. These assessments must be conducted by RRP-certified parties. For full client eligibility, lead-based paint hazards must be present in the unit. Projects that only require healthy homes measures may not be completed under this grant.
- Manage contractors to complete lead-based paint and healthy homes hazard reduction activities in accordance with EPA standards, NJAC 5:17, the HUD Lead Safe Housing Rule, and the [HUD Lead-Based Paint Guidelines](#). Abatement work must only be done when the local health department has issued a Notice of Violation (NOV) for the property of an approved applicant; all other projects must be remediated. All work must be conducted by certified lead professionals with RRP certification.
- Coordinate relocation of the household during hazard reduction activities *when necessitated by a considerable scope of work* to ensure the health and safety of all members.
- Coordinate lead in dust clearance testing to ensure proper cleanup was done and hazardous contaminants are not present after all production was completed. These assessments must be conducted by RRP-certified parties.
- Ensure costs for all projects remain below \$30,000.00 for remediation work, \$40,000.00 for abatement work, and \$8,000.00 for health homes work. For projects with scopes of work that are estimated to exceed these limits, an over-expenditure request must be submitted to DCA for approval to proceed.
- Educate clients on lead-safe home maintenance practices.

GRANT TERM: The term of the grant shall be from the date the funding is awarded through January 2030.

APPLICATION PROCESS: Applicants must apply through SAGE and illustrate the following:

- **Agency Capacity**
 - Describe your organization's experience administering Federal and State lead-based paint hazard control and/or environmental health grants, including its operational capacity to effectively deliver this program.
 - Explain your organization's ability to expend the funds within the established grant term, including any processes that ensure timely and compliant use of funds.
- **Outreach Plan**
 - Describe your organization's methods for identifying eligible program participants, including how you will reach underserved populations. The organization's outreach plan must demonstrate engagement with schools, daycares, food pantries, landlords, local health departments, and other community

venues.

- The outreach strategy should focus on neighborhoods disproportionately affected by lead exposure. The outreach strategy should be designed to identify eligible applications totaling at least 15% percent of the program's production goal within the first three months of implementation.

- **Management and Staffing**

- Provide a comprehensive plan detailing how the program will be managed, staffed, and supported through ongoing training. The plan should describe the organizational structure, key roles and responsibilities and procedures for ensuring staff are equipped with the knowledge and skills necessary to deliver the program effectively.
- In addition, include a detailed timeline that identifies major benchmarks. This timeline should demonstrate a realistic schedule for program launch, staffing, training, outreach, adjudicating applications and remediating/abating units.

- **Past Performance**

- Provide evidence of past performance that demonstrates the organization's ability to successfully administer programs of similar scale and scope. The historical performance narrative should include:
 - A summary of prior Federal, State, or local lead-based paint hazard control, healthy homes, or environmental health grants managed by your organization. Include award amounts, grant terms, and the primary objectives of each program.
 - Achievement of production goals. Describe how your organization performed against established benchmarks in past programs. Highlight the number of units assessed, remediated, or abated, and explain how your team ensured goals were met or exceeded.
- Timeliness and compliance. Provide information on your organization's record of submitting reports on time, meeting expenditure deadlines, and complying with Federal and State program requirements. Note any monitoring results, including successful audits or corrective actions resolved.

- **Attachments**

- Certificate of Incorporation
- Corporate by-laws
- Organization's operating budget
 - Administration (max 10%)
 - Personnel Salaries/Wages
 - Personnel Fringe Benefits
 - Admin Other
 - Program
 - Personnel Salaries/Wages
 - Personnel Fringe Benefits

- Travel
- Space
- Consumable Lead Swab Tests
- Telephone
- Postage
- Office Supplies
- Marketing
- Program Other
- Purchased Services
 - Liability Insurance (max. 2%)
 - Audit (max. 2%)
 - Purchased Services Other
- Program Operating Costs (min. 65%)
 - Remediation Measures
 - Abatement Measures
 - Relocation
 - Environmental Assessments including LIRAs, Environmental Reviews, Dust Wipe Clearances
- List of current funding sources and uses
- Appendix A - Staffing chart which reflects names, titles, and whether a staff member is part time or full time
- Appendix B - Program Implementation Schedule that coincides with the required production benchmarks
- Copy of valid Renovation, Repair and Painting firm certification with the US Environmental Protection Agency
- List of Officers and Board of Directors, including phone numbers and email addresses

Failure to submit any of the above listed attachments will result in the application being disqualified. Attachments that cannot be uploaded in SAGE must be emailed to bhanu.jayarangan@dca.nj.gov and jennifer.barrientos@dca.nj.gov no later than **11:59 p.m. on November 24, 2026.**

APPLICATION RATING CRITERIA: Submitted applications will be graded on each of the categories below by a panel of DCA staff for a maximum possible score of 100 points. The following criteria details the qualifications of an excellent response for the maximum possible score:

- **Agency Capacity (25 points)**
 - The submitted response provides significant assurance to the agency's ability to deliver service to the target area(s) and includes a detailed and satisfactory description of its operational capacity to effectively deliver this program.
 - The applicant has considerable experience administering Federal and State lead-based paint hazard control and/or environmental health grants.

- The applicant's proposal of how they will ensure timely and compliant expenditure of all grant funds within the established grant term is detailed and reasonable.
- **Outreach Plan (20 points)**
 - The applicant's response provides significant assurance to their ability to conduct outreach and identify eligible program participants in the target area(s).
 - The proposed outreach plan is detailed, creative, and feasible.
 - The organization has a demonstrated history of engagement with schools, daycares, food pantries, landlords, local health departments, and other community venues.
 - The organization has a clear outreach strategy that will enable them to identify eligible clients totaling at least 15% percent of the program's production goal within the first three months of program implementation.
- **Management and Staffing (25 points)**
 - The response includes a detailed budget that
 - The response provides a comprehensive plan detailing how the applicant program will be managed, staffed, and supported through ongoing training. The plan thoroughly described the organizational structure, key roles and responsibilities, and procedures for ensuring staff are equipped with the knowledge and skills necessary to deliver the program effectively.
 - The response includes a detailed timeline that identifies major benchmarks. The proposed timeline of major program benchmarks reflects a realistic and considerate schedule for program launch, staffing, training, outreach, adjudicating applications, and completing production.
- **Past Performance (30 points)**
 - Key performance indicators for past and current grants include clearance of all completed units, timely submission of programmatic and fiscal reports, completion of production goals, and full expenditure of funding.
 - An assessment of applicant's adherence to program guidelines and ease of communication with program staff with prior DCA grants will also factor into this rating.

DEADLINE FOR QUESTIONS: Any questions must be emailed to bhanu.jayarangan@dca.nj.gov and jennifer.barrientos@dca.nj.gov by **4:00 pm on November 20, 2026.**

DEADLINE FOR SUBMISSION: Applications must be submitted in SAGE by **11:59 p.m. on November 24, 2026.**