NJ Department of Community Affairs
Lead-Safe Home Remediation Program
Request for Proposal

Name of Grant Program: Lead Safe Home Remediation Program

Purpose of Program: To provide lead remediation and abatement services for low-income households in residential properties with one to ten units constructed before 1978.

Available Funding: $10,000,000

Maximum Award Amount: $1,000,000

Service Area: All 21 counties. Applicants must clearly demonstrate the need for lead remediation and abatement within the counties they propose to serve. This includes documenting the prevalence of lead-based paint hazards, elevated blood lead levels among children, and the age and condition of the housing stock.

Eligible Applicants: This RFP is open to nonprofit organizations and units of local government with experience in administering lead hazard control programs. All applicants must be U.S. EPA Renovation, Repair and Painting (RRP) certified firms.

Eligible Program Participants:
For remediation: Households residing in properties with 1 to 10 units built before 1978 and have gross household income at or below 80% of Area Median Income.

For abatements: Households residing in properties with 1 to 10 units built before 1978 that have been issued a Notice of Violation by the local health department and have a gross household income at or below 100% of the Area Median Income.

Households located in Qualified Census Tracts, defined by HUD as an area where at least 50% of households have incomes below 60% of the Area Median Gross Income or where the poverty rate is 25% or higher, are not required to provide income documentation.

Eligible Activities:

- Conduct outreach and education activities to promote the program and encourage submission of applications.
- Process client applications, ensuring all required documentation is collected to verify program eligibility and uploaded to the CRM portal.
- Coordinate Lead Inspection/Risk Assessments (LIRAs) for approved applicants to thoroughly identify all lead-based paint hazards. These assessments must be conducted by DCA-certified Lead Evaluation Contractors.

- Coordinate the remediation and abatement of lead-based paint hazards in residential units in compliance with EPA standards, NJAC 5:17, the HUD Lead Safe Housing Rule, and HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. Remediation costs are capped at $30,000 per unit, and abatement costs are capped at $40,000 per unit. All work must be performed by certified lead professionals holding current RRP certification. Abatement projects must be completed by contractors on DCA's List of Certified Lead Abatement Contractors.
- Coordinate the relocation of the household during remediation and abatement activities, when required by the scope of work, to ensure the health and safety of all household members. If occupants must be temporarily relocated, the maximum allowable duration for relocation is 15 calendar days. Reimbursement for lodging and meals must not exceed the Federal GSA Per Diem Rates.

Required Staff:

All grantees are required 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 workflow 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 grantees must complete a Request for Qualifications (RFQ) to obtain contractors to carry out all lead remediation and abatement activities. Contractors selected for abatement projects must be on DCA's *List of Certified Lead Abatement Contractors*. Contractors with the required qualifications that are not on this list may be used only for remediation projects.

Grant Term: The term of the grant shall be 18 months.

Qualifications of Applicants to be Considered for Funding:
Successful applicants must demonstrate the experience and capacity necessary to carry out the proposed activities, as evidenced by prior lead grant performance. Applicants must have:

- Successfully achieved previous grant objectives within established timeframes
- Expended grant funds accurately and in a timely manner
- Prepared and submitted all required performance and financial reports correctly and on schedule
- Completed and submitted all grant closeout documents by the required deadlines.
- Submitted a current audit to DCA with no unresolved audit findings.

Application Process: Applicants must apply through SAGE

- *Agency Capacity:*
  Describe your organization's experience administering Federal and/or State lead-based paint hazard control 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 and/or State lead-based paint hazard control 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.

Organization's operating budget:

- *Administration*
    - Personnel Salaries/Wages
    - Personnel Fringe Benefits
    - Admin Other
- *Program Support*
    - Personnel Salaries/Wages
    - Personnel Fringe Benefits
    - Training
    - Travel
    - Space
    - Consumable Lead Swab Tests
    - Telephone
    - Postage
    - Office Supplies
    - Marketing
    - Program Other
- *Purchased Services*
    - Liability Insurance
    - Audit
    - Purchased Services Other
- *Program Operating Costs*
    - Remediation Measures

- Abatement Measures
- Relocation
- LIRAs and Dust Wipe Clearances

Appendix and Attachments

Appendix A: Staffing chart that includes names, titles, and whether each 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

Certificate of Incorporation

Corporate by-laws

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 December 22, 2026.

Application Rating Criteria: Submitted applications will be evaluated by a panel of DCA staff across the categories listed below, for a maximum possible score of 100 points.

Agency Capacity (25 points)

- The 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/or State lead-based paint hazard remediation and abatement activities.

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 and feasible.
- The applicant has a demonstrated history of engagement with schools, daycares, food pantries, landlords, local health departments, and other community venues.

Management and Staffing (25 points)

- The response offers a comprehensive plan describing how the applicant's program will be managed, staffed, and supported through ongoing training. It clearly outlines the organizational structure, key roles and responsibilities, and the procedures in place to ensure 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 schedule outlines key activities, including program launch, staffing, training, outreach, application adjudication, and 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.

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 December 21, 2026.

Deadline for Submissions: Applications must be submitted in SAGE by 11:59 p.m. on December 22, 2026.