

LRAP Budget Breakdown as of March 2026

All items submitted for reimbursement must pertain to LRAP-related activities and be prorated with the other programs that utilize it. Supporting documentation that is dated and valid within the reporting period and proof of payment reflected in the check register is required. Gift card expenses and payments made in cash are not eligible for reimbursement. Detailed statements are required when requesting reimbursement for credit card payments. Reimbursement for trainings or services provided for LRAP agencies through Isles, Inc. (such as LIRAs and RRP trainings) are not eligible expenses. Prior written authorization from DCA is required for any exceptions to these policies. Additional supporting documentation may be required by DCA for any expenditures.

Personnel:

- **Salaries/Wages**
 - The reimbursement amount is based on the number of hours staff directly work on the LRAP Program. For example, a staff member who splits their work hours equally between LRAP and Weatherization should charge 50% of their salary to LRAP.
 - This includes deductions such as SUI/DIS, FICA, and workers compensation.
- **Fringe Benefits**
 - Fringe benefits can be up to 17.6% of salaries and wages.
 - This includes Agency-paid leave (vacation, sick days, holidays) and health, dental, and life insurance. Insurance reimbursement requests must be submitted with invoices in the agency's name (not the covered employee's).
- For all payroll expenses charged to LRAP, whether listed under the personnel or admin budget category, documentation should be provided that shows a clear breakdown of salaries. A copy of the contract that outlines the salaries and wages and fringe benefits for the LRAP employees may be required to be submitted along with these requests.
- Salaries and wages for agency staff that do not work directly on LRAP (e.g. HR Coordinators, board members, etc.) are not eligible for reimbursement through this grant.
- Only the salaries and wages of the LRAP positions listed below may be submitted for reimbursement under the respective budget categories:
 - **Administrative Personnel**
 - Lead Program Manager
 - Fiscal Staff
 - Agency Management
 - **Program Personnel**
 - Lead Program Coordinator
 - Lead Outreach and Intake Coordinator or Program Assistant
 - Lead Construction Manager

Travel:

- Some expenses incurred by LRAP staff who must use their personal or agency vehicle for official business are eligible for reimbursement.
 - o This includes toll and parking expenses incurred for LRAP-related travel.
 - o LRAP staff that use their personal vehicles for LRAP business may be reimbursed up to the federal standard of 70 cents per mile for both mileage and gas costs.
 - o For agency-owned or leased vehicles, prorated gas expenses may be reimbursed. Mileage is not reimbursed for agency vehicles.
- Agencies are able to lease a vehicle for key LRAP staff if they solicit at least 3 quotes. There is no formal bidding process required for leasing; agencies will only need to contact dealerships and obtain at least three quotes to ensure the best offer. A vehicle usage log is required, especially if the vehicle is used for other programs like weatherization. The vehicle usage log should contain the following information: date used, mileage, starting and ending locations, and the program it was used for. This will allow you to calculate what percentage of usage was given to the vehicle under each program. Therefore, if it is calculated that the usage was 50/50 the monthly payment would be split between both programs. For reporting purposes to the lead program, you will need the lease agreement that outlines the length of the lease and monthly payment schedule. Additionally, submit the gas receipts as well as vehicle usage logs that reflect how the cost has been divided between different programs.
- Expenses for luxury vehicles, damage claims, travel to conferences, and lodging are not eligible for reimbursement.
- General vehicle maintenance costs, including but not limited to car insurance, vehicle repair, and registration fees, are only eligible for reimbursement for agency-owned or leased vehicles used for LRAP purposes. Such costs must be prorated with all programs that utilize the vehicle.
- The LRAP travel reimbursement form or the vehicle usage log must be submitted along with all supporting documentation for these expenditures to be reimbursed. All vehicle expenses must be prorated with all programs that utilize the vehicle.

Space:

- Space costs include all the expenses required to maintain a safe and functional LRAP workplace. Eligible costs include:
 - o Rent or lease payments
 - A copy of the executed, non-expired lease agreement must be provided to be eligible for reimbursement of rental costs.
 - Rental payments received from properties owned by the agency are not eligible for reimbursement.
 - o Utilities (ex. electricity, water)
 - o Building maintenance services
 - These costs include snow removal, lawn maintenance, cleaning or janitorial services, pest control, and security.
 - Such costs are not eligible for reimbursement if the lease agreement shows that the property owner is responsible for these services.
 - For these expenses, agencies must submit detailed invoices that break down what type of services were rendered.
- Cosmetic upgrades to the office space are not eligible for reimbursement under this program.
- Please note that if a space is shared with other programs, the reimbursable amount of all costs must be prorated accordingly to reflect only the portion attributable to the LRAP program.

Telephone:

- LRAP grantees may be reimbursed for Internet expenses that are in the agency's name.
- LRAP grantees may be reimbursed for phone expenses that are in the agency's name.
 - o To qualify, agencies must provide the phone provider's invoice that shows the agency listed as the account holder, as well as a supplemental document that lists the agency's LRAP employees, their staff title, and their assigned phone numbers.
 - o These costs must be prorated with all of the agency's other programs.
- If an employee uses their personal cell phone for LRAP purposes, the maximum reimbursement amount for these charges is \$50 per month per employee.
 - o To qualify for reimbursement, the phone provider's invoice with the LRAP employee's name and phone number must be submitted, along with the employee's title. Supplemental information may be required for these expenses in the employees' names.
 - o The agency may not be reimbursed for both agency-incurred and employee-incurred phone charges.
- Cable and other unrelated charges are not eligible for reimbursement. For bundled plans, only the business-related phone and Internet expenses can be reimbursed.

Postage:

- Postage costs are eligible for reimbursement when directly tied to official LRAP activities. This includes postage supplies (such as boxes, tape, or stamps), mailing outreach materials, or corresponding with program participants. To receive reimbursement, agencies must submit:
 - o Itemized receipts for the postage expenses
 - o A brief description clearly outlining the LRAP-related purpose of each expense

Office Supplies:

- Office supplies are reimbursable under LRAP when they are necessary for carrying out official program activities. Reimbursable items include, but are not limited to:
 - o Stationary items (ex. paper, pens)
 - o Printing and copying supplies (ex. printer, toner)
 - o Organizational items (ex. binders, file organizers)
 - o Computer devices (laptops, tablets)
 - For these purchases, agencies must also provide the name and title of the employee that the device will be assigned to.
 - o Office furniture (ex. desks, chairs)
 - This includes furniture needed for LRAP staff or client-facing sites.
 - o Cleaning supplies (ex. paper towels, trash bags)
 - o General agency merchandise that is not LRAP-specific (agency uniforms, business cards)
 - o Steel-toed boots for the agency's LCM
 - Tools or other construction equipment are not allowable expenses.
- To qualify for reimbursement, agencies must provide itemized receipts. Brief descriptions linking each purchase to LRAP-related activities may be required for some non-standard purchases.

Marketing and Advertisement:

- Marketing and advertisement expenses are reimbursable under LRAP when they directly support program outreach, education, or recruitment efforts. Eligible costs include:
 - o Design, printing, and distribution of LRAP promotional material
 - o Advertisements targeting potential applicants in newspaper, social media, etc.
 - For public notices, a copy of the affidavit is required along with a copy of the invoice.
 - o Event signage, banners, or materials used during LRAP outreach events
 - o Promotional merchandise with the LRAP name or LRAP-related information
- To qualify for reimbursement, agencies must provide itemized receipts and an accompanying image and description for each item.

Purchased Services:

- All purchased services must be prorated with the agency's other grants.
- Eligible costs include
 - o Software subscriptions, including cloud storage solutions
 - o Leased equipment (e.g. copy machines)
 - o Third party accounting, payroll, or legal services
 - o Building maintenance services

Liability Insurance:

- Liability insurance expenses are reimbursable under LRAP when they are necessary to protect the agency and its employees while performing official program duties. Eligible costs include:
 - o Pollution liability insurance for staff directly involved in lead remediation and abatement work.
- To qualify for reimbursement, agencies must submit policy documentation and proof of payment. Only the portion of the premium attributable to LRAP may be reimbursed.

Audit:

- Audit-related expenses are eligible for reimbursement under LRAP. This includes independent financial audit fees paid to external certified public accounting firms for conducting the required annual financial audits of the grant.
- To qualify for reimbursement, agencies must provide the invoice and proof of payment. A copy of the audit report must also be provided.

Consumable Lead Swab Tests:

- Costs associated with purchasing lead swab and spray tests. To qualify for reimbursement, agencies must provide itemized receipts.

Relocation Activities:

- Expenses related to the temporary relocation of current residents, for a period not exceeding 15 days, to support the mitigation of lead-based paint hazards.
- To be eligible for reimbursement, agencies must submit all relevant invoices and proof of payment.
- Agencies that give clients a stipend for relocation must submit a copy of the check made out to the client's name. Gift card purchases are not eligible for reimbursement under this program.
- All relocation expenses must adhere to the terms and conditions outlined in Chapter 3 of the Program Policies and Procedures (Program Management and Operations).

Admin:

- Expenditures under the Admin category are not specified, but all charges must still pertain to LRAP-related activities.
- Expenses for conferences and trainings not provided by Isles, Inc. that are still related to lead remediation and abatement grant administration should be charged under this category.

Direct Costs/Remediation or Abatement Measures:

- Expenses related to lead remediation or abatement work are eligible for reimbursement under LRAP when they are directly associated with units that have tested positive for lead-based paint hazards and have undergone remediation or abatement activities based on the results of a completed Lead Inspection Risk Assessment (LIRA).
- Eligible costs include contractor invoices for completion of approved remediation and abatement work such as lead hazards control measures (replacement of windows, doors, trim, or other lead-based paint components), encapsulation or enclosure of lead-based paint hazards, interim controls of paint stabilization work directly addressing lead hazards identified in the LIRA, and lead abatement activities conducted by approved lead abatement contractors.
- To qualify for reimbursement, agencies must submit:
 - o A copy of the contractor's invoice
 - o Proof of payment demonstrating that the invoice was paid reflected in the agency's check registry
- Remediation or abatement measures that were installed unnecessarily, based on the results of the LIRA, are not eligible for reimbursement.