

# Lead Remediation and Abatement (LRAP) Process Map

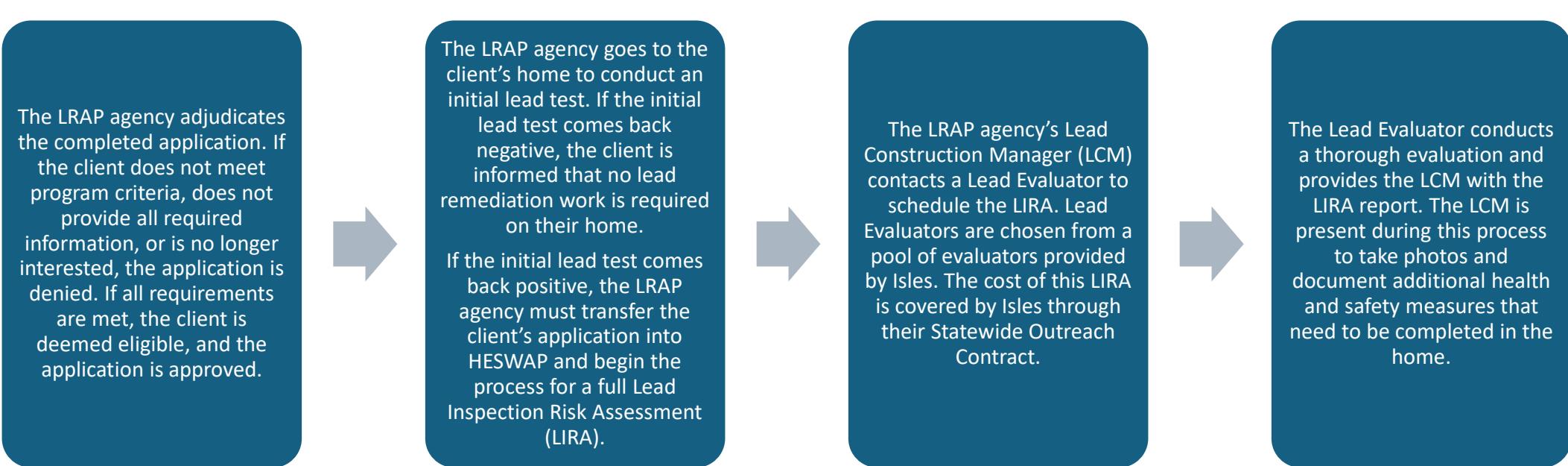
Agency hires required staff (Intake/Outreach Specialist, Lead Program Manager, Lead Construction Manager) to manage the LRAP program and provides DCA with staff resumes to verify their experience and ability to carry out the job functions of their role.

Agencies may choose to hire an in-house crew that will complete remediation and abatement activities. These agencies' staff will include Lead Workers and Lead Supervisors.

The LRAP agencies that are not crew-based must post a Request for Quotation (RFQ) to identify a pool of lead remediation and abatement contractors. Agencies are required to publish bid requests for three consecutive days in a local newspaper and submit a copy to DCA to be posted on the DCA website. Responses to these bids must be received as certified mail and may only be opened in the presence of a DCA State Monitor. The monitor may attend the opening virtually.

The LRAP Agency conducts outreach to find interested and eligible clients and creates an application in the CRM portal. Clients can also apply for the program themselves online through the DCAid portal. For abatement projects, the Department of Health (DOH) issues a Notice of Violation (NOV) to a local agency that identifies lead-based paint hazards that must be abated.

The application is reviewed to make sure all required information and documentation are complete and present. If anything is missing, the agency must reach out to the client to complete the application in full.



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The LCM creates a Scope of Work (SOW) that includes all measures needed to remediate or abate all lead hazards identified in the LIRA (and NOV if applicable) and any additional health and safety measures.

LRAP agency staff will add these measures into HESWAP to build the job.

The crew-based agencies will assign the work to be done by their technical staff. For agencies that are not crew-based, the LCM puts out the job to their agency's pool of contractors in one of two methods:

**Mini-bids:** the agency requests a mini-bid from their pool of contractors. The LCM provides the SOW and schedules walkthroughs with interested contractors so they can evaluate the work to be done and provide a quote. The agency then selects the lowest responsible bidder to complete the work.

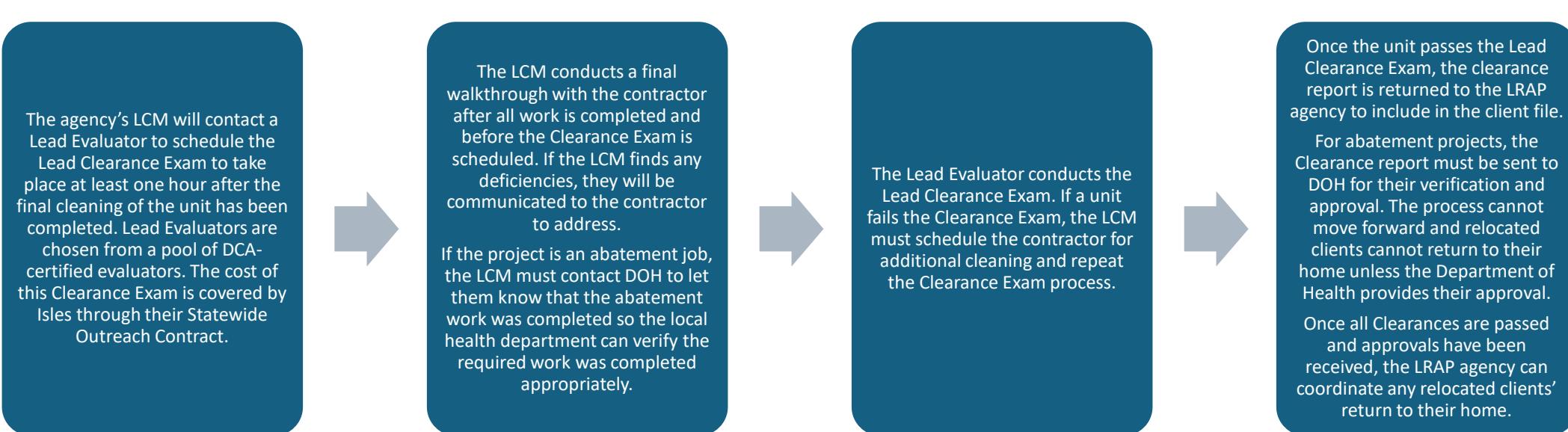
**Round Robin:** the agency distributes work equally amongst all contractors, who have agreed to a standard pricing for services provided at the time of qualification, in their pool in a rotational manner. The LCM schedules a walk through with the next available contractor in the pool. The contractor provides a cost estimate, and the LCM can negotiate or move on to the next contractor if the prices are outside the cost guidelines.

If the project cost estimate exceeds the Allowable Cost Per Unit (ACPU) of \$13,000 for remediations and \$25,000 for abatements, the agency must submit an Approval Form to Exceed Maximum Allowable Cost Per Unit, along with all required supporting documentation, to the DCA State Monitor for review. Upon the State Monitor's review and recommendation, the form gets sent to the DCA Program Specialist or Supervisor for their final assessment.

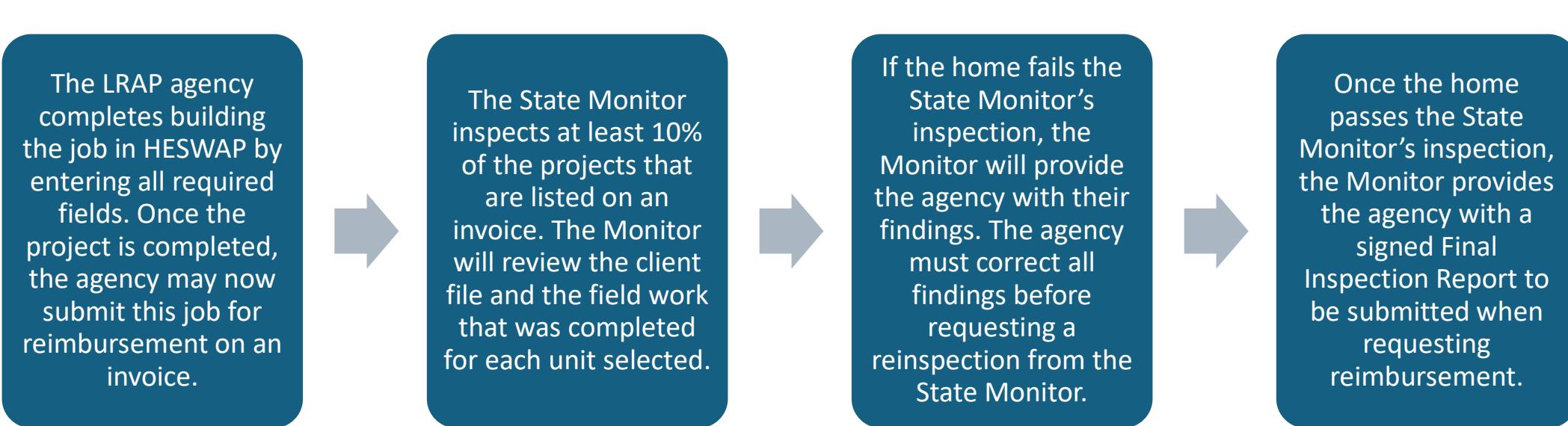
Costs to complete the project are negotiated and agreed upon by contractors and the LCM, and the contractor or agency crew workers conduct the lead remediation or abatement work.

If the work requires the occupants of the home to be relocated, the LRAP agency coordinates the relocation process.

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The LRAP agency compiles a Financial Status Report (FSR) in SAGE and attaches all supporting documentation as required.



The FSR is reviewed by a DCA Program Specialist to ensure all required documentation is provided and that funds are being utilized per program guidelines. If there are any inconsistencies or missing information, the FSR is returned to the agency to make the necessary corrections and resubmit in SAGE.



Once all requirements are met, the FSR is approved in SAGE and an electronic reimbursement payment is issued to the LRAP agency or the costs are applied to the agency's cash on hand from advanced payments. This project is now considered complete.