

# 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.

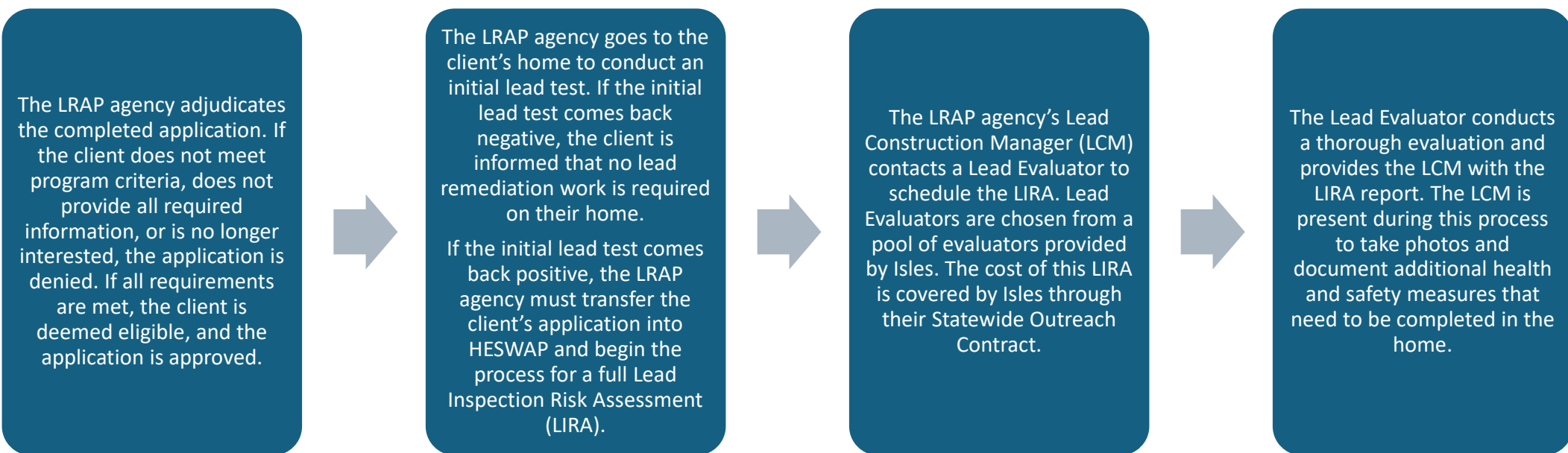


The LRAP Agency conducts outreach to find interested and eligible clients and creates an application in the CRM portal. Clients can also apply for the program themselves online through the DCAid portal.

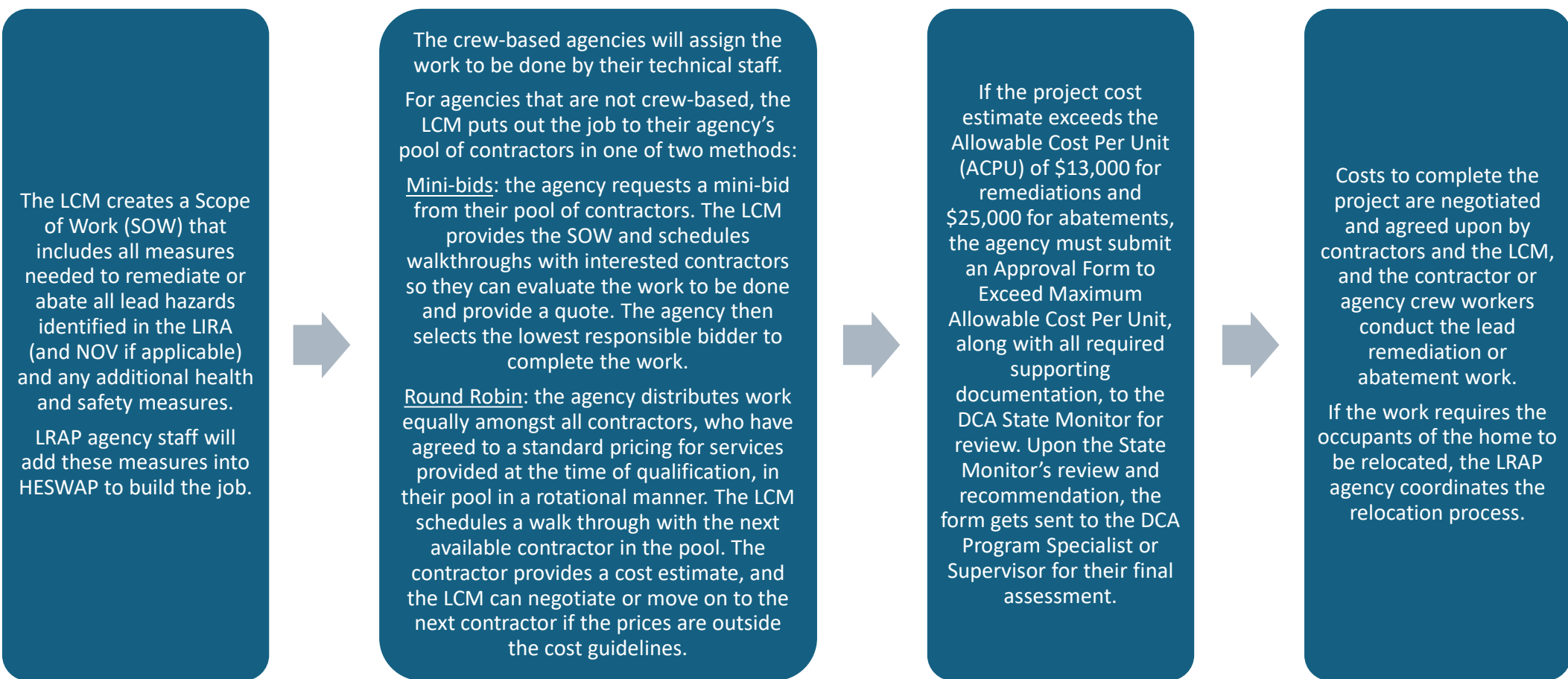
For abatement projects, the Department of Health (DOH) issues a Notice of Violation (NOV) to a local agency that identifies lead-based paint hazards that must be abated.



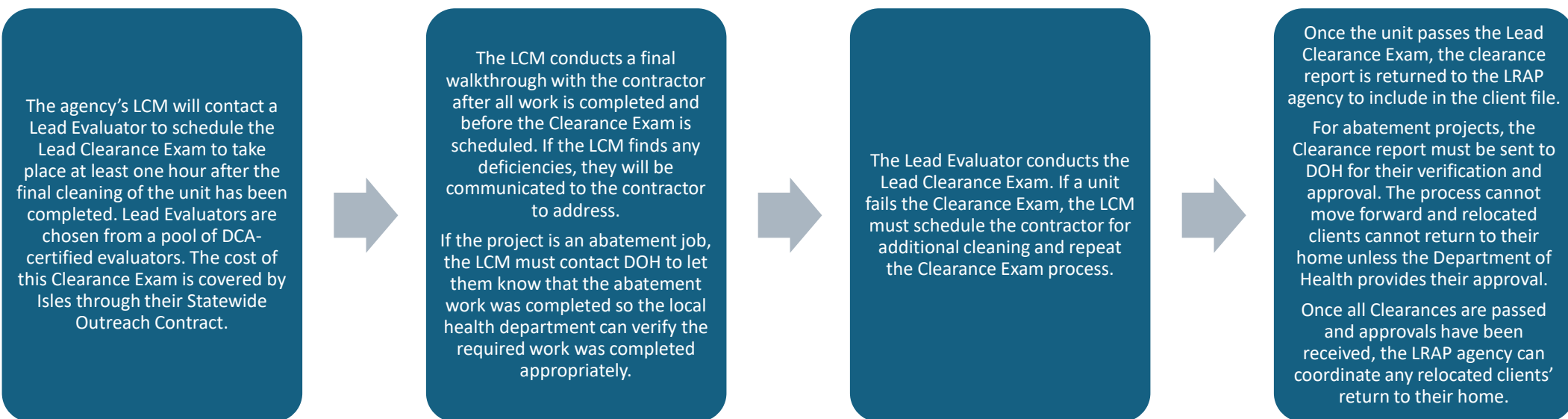
The application is reviewed to make sure all required information and documentation are complete and present. If anything is missing, the agency must reach out to the client to complete the application in full.



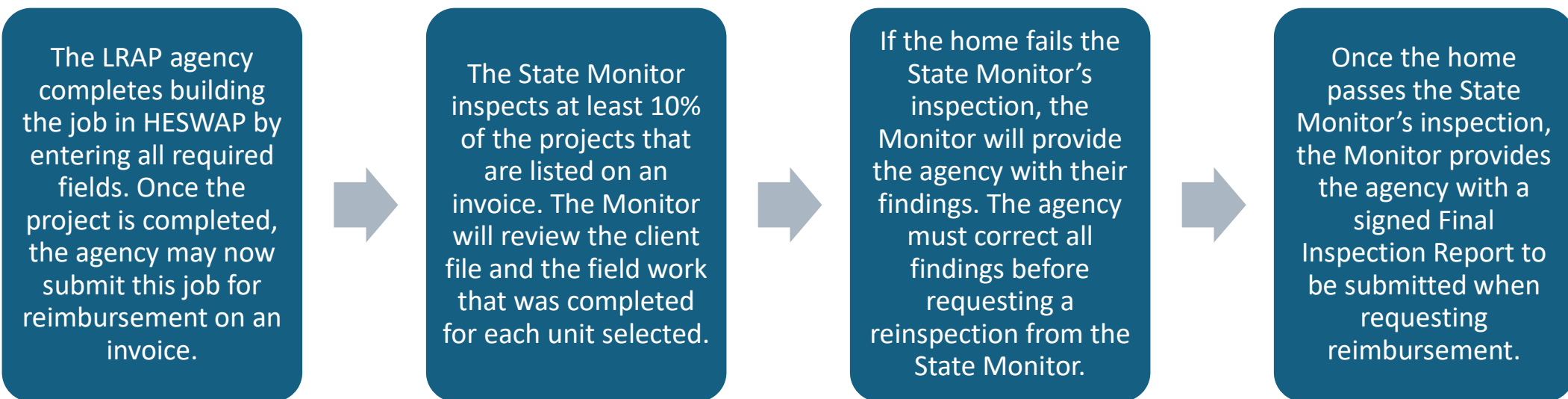
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The LRAP agency compiles a Financial Status Report (FSR) in SAGE and attaches all supporting documentation as required.



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.