

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Lead-Safe Home Remediation Grant Program
and
Single-Family Home Remediation Program
Second Release – March 3, 2021

AGENCY REQUEST FOR PROPOSAL

NAME OF GRANT PROGRAM: Lead Safe Home Remediation Grant Program and Single-Family Home Remediation Program

PURPOSE OF PROGRAM: To address the ongoing threat of childhood lead poisoning, the Department of Community Affairs (DCA) proposes a State-funded program funding public-private partnership to provide lead-safe repairs and support energy efficiency in residential units built prior to 1978. Eligible units include one to four family residential properties. The purpose of this program is to identify and remediate lead-based paint hazards via interim controls, encapsulation, replacement or abatement methods to prevent elevated blood lead levels in children and pregnant women and alleviate the existing identified lead-based paint hazards for children with elevated blood lead levels (EBLL). Interim controls, encapsulation and replacement are defined as a set of measures designed to reduce temporarily human exposure or likely exposure to lead-based paint hazards, including specialized cleaning, repairs, maintenance, painting, temporary containment, and the ongoing monitoring of lead-based paint hazards or potential hazards. Lead abatement measures are identified as a more long-term solution to removing lead-based paint hazards from surfaces and components via replacement and/or repair. Priority will be given to proposals that serve areas with the highest level of need, based on the number of children under the age of six with elevated blood lead levels but applications for other areas will be also considered.

In 2010, the U.S. Environmental Protection Agency (EPA) implemented the Renovation, Repair and Painting (RRP) rule, representing a mainstreaming of lead-safe work practices. Under the RRP rule, all contractors whose work might disturb lead-based paint are required to take EPA training. Among other things, the work practice standards require renovation firms to follow specific requirements for containing the work area, refraining from using certain high-dust-generating work practices, and following a specific cleaning protocol, including a step called “cleaning verification,” after concluding the paint-disturbing tasks involved in a renovation.

Recognizing that lead-safe remediation activities are a cost-effective way to reduce lead-based paint hazards in New Jersey’s housing stock, remediation activities may include, but are not limited to: paint

film stabilization; paint encapsulation; repairing or replacing friction and impact surfaces (windows, doors, floors, stair treads, built-in cabinets, etc.) with deteriorating lead-based paint; treating or replacing painted surfaces that are damaged or where there is evidence that children are chewing them; cleaning or replacing carpets; and eliminating existing water leaks to prevent paint deterioration.

DCA encourages applicants to consider creative and cost-effective lead-safe or lead abatement activities to remediate/abate lead-based paint hazards in eligible units. This includes identifying remediation/abatement methods that avoid temporary displacement of the household. Remediation activities should neither worsen the condition of any existing lead paint nor create any additional hazard.

At predetermined intervals, participating entities will be required to report program data to DCA. The Department will analyze this data to develop program best practices and in consideration of any potential program expansion. Among other data, DCA will collect information on the location of remediated units, type of housing, year of construction, project scope, hazard types, remediation costs per unit, etc.

AVAILABLE FUNDING: DCA will award up to \$10,000,000 (\$2,557,605 available) for two components. The Lead-Safe Home Remediation Grant Program component will award \$5,000,000 (\$472,076 available) and the Single-Family Home Remediation Program will award \$5,000,000 (\$2,085,529 available). There is no cap on a maximum award amount for existing Lead-Safe Home Remediation Grant Program grantees but the final award amount is contingent upon prior performance and grant history. For new grantees, the cap on the maximum award amount is \$300,000. 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 Lead-Safe Home Remediation Grant Program component is statewide and for the Single-Family Home Remediation Program is limited to 5 target service municipalities which are: Camden, Newark, Paterson, Passaic, and Trenton. For this RFP, the target service areas available for the Lead-Safe Home Remediation Grant Program are the following counties: Cumberland, Ocean, Passaic and Salem counties. For the Single-Family, for this RFP, the target service area available is Passaic City.

ELIGIBLE APPLICANTS: Non-profit 501c (3), and units of local government with experience in administering lead hazard control and/or weatherization assistance programs. All applicants must be U.S. EPA certified Renovation, Repair and Painting (RRP) firms.

ELIGIBLE PROGRAM PARTICIPANTS: Households whose income is at or below 80% of the area median income for the County in which the municipality is located and who reside in one to four family residential properties constructed prior to 1978. For rental units, the property owner must be the signatory on the grant documents.

Priority Consideration: First priority shall be given to households with children under the age of six and/or pregnant women in eligible housing units constructed prior to 1978 where there is an identified lead-based paint hazard. Second priority may be given to households deferred from the Weatherization Assistance Program due to the presence of lead-based paint hazards.

ELIGIBLE ACTIVITIES: The non-profit organizations, or units of local government will oversee the following activities:

- Intake and processing of client applications and required documentation to ensure program eligibility.
 - For full client eligibility, there must be a presence of lead-based paint hazards within the unit. The presence of lead-based paint hazards are ultimately identified and confirmed by the procured lead evaluation company. The lead evaluation company is managed by the Statewide Outreach and Management of Lead Evaluation Services grantee.
- Remediation of lead-based paint hazards in residential units in accordance with EPA standards and with reference to HUD's [Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing](#) (Second Edition 2012).
- Temporary relocation of the household *when necessary* to ensure the health of the household members during remediation activities.
- DCA may elect to allow other moderate levels of repair to occur in combination with the lead-safe remediation as well as other ancillary costs to performing the work. These other moderate level repairs are provided to protect the integrity of the lead remediation measures provided. An example of moderate level repair is a minor roof leak that would need to be addressed prior providing lead remediation. If the client is eligible to participate in the Weatherization Assistance Program (WAP) and the repairs may be addressed with WAP funds in conjunction with the provision of weatherization services, WAP funds must be used for those repairs. If WAP funds may not be used, up to 20% of the individual project award may be used to address these repairs and/or ancillary costs.

- In eligible households where an elevated blood lead level has been identified in a child under the age of six or in a pregnant woman and whereas the local health department requires full lead abatement activities, the grant recipient may provide lead abatement services of up to \$25,000 per property for one- and two-family residential properties. For three and four family residential properties, the maximum is \$55,000 per property.

The expected average remediation cost per unit is \$13,000.00. Lead-safe projects of up to \$20,000 can be undertaken with prior DCA approval. The allowable average abatement cost per unit is \$25,000.

GRANT TERM: The term of the grant shall be Twelve (12) months.

QUALIFICATIONS of applicants to be considered for funding under grant program: Applicants must demonstrate the capacity to perform the work directly or have the ability to manage contractors to conduct lead-based paint remediation or lead abatement work. Applicants must also work closely with the contracted grantee for the Statewide Outreach and Coordination of Lead Evaluation Services RFP. All applicants must be U.S. EPA certified Renovation, Repair and Painting (RRP) firms. Non-profits, or units of local government with working knowledge of and the capacity to accomplish the following:

- 1) Client education on different topics regarding lead-based paint hazards including but not limited to the dangers of lead-based paint hazards, and the importance of why properties need to be lead-safe;
- 2) Client application and required documentation intake and processing;
- 3) Oversight of formal bidding, contractor selection, and contract award activities;
 - a. Awarded grantees are required to work with the Statewide Outreach and Coordination of Lead Evaluation Services grantee for lead evaluation and clearance services of units.
- 4) Temporary Relocation and case management of relocated occupants as per Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended;
- 5) Monitoring all projects, insuring project completion, project clearance and project close-out;
- 6) Compliance with proper waste disposal methods; and
- 7) Compliance with Federal Fair Housing, Non-Discrimination and Equal Opportunity.

Project Requirements: Each project must include, but is not limited to, the following summary actions:

- Distribution of educational pamphlets prior to renovation activities in compliance with federal Title X and RRP requirements.

- Market program throughout awarded target service area(s).
- Identification of temporary lead-safe relocation options when necessary.
- Lead hazard control (remediation or abatement) activities conducted by certified lead professionals based on lead hazard control methods being used and in compliance with NJAC 5:17 and the HUD Lead Safe Housing Rule.
- Management of contractors to remediate or abate lead-based paint hazards to pass clearance testing to ensure lead-safe conditions in the home in compliance with the HUD Lead Safe Housing Rule.
- Education on lead-safe home maintenance for tenants and homeowners.

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

- **Agency Capacity:**
 - Organization’s capacity to deliver this program, with special emphasis on budget, fiscal capacity and operations, and oversight.
 - Information on the history and current practice of delivering programs and services.
 - How and when the organization evaluates the outcomes of the services.
 - Ability and capacity to expend awarded funds within one (1) year of the award.
- **Service Area:**
 - Proposed municipalities of service, including evidence of need in those areas based on the number of children under the age of six with blood lead levels of at least 5 µg/dL.
 - The applicant’s experience working in the proposed municipalities.
- **Management and Training Plan:**
 - How the program will be managed, staffed, and trained, including a program staffing chart (Appendix A) which reflects whether a staff member is part time or full time. Resumes for all direct personnel are to be uploaded on SAGE. For personnel not yet hired, the job description must be uploaded to SAGE.
 - Program Implementation Schedule that coincides with the required production benchmarks below:

<u>Date</u>	<u>Percentage as Completed Units</u>
3 months from grant award	20%
6 months from grant award	40%

9 months from grant award	80%
12 months days from grant award	100%

- Please note that the targeted number of units will be based on funding requested by Applicant.
- The Average Cost Per Unit (ACPU) for lead remediation jobs is \$13,000 and consists of the following costs: lead remediation work, ancillary work to be done in conjunction with lead remediation work, temporary relocation and Agency Program Support costs.
- The Average Cost Per Unit (ACPU) for lead abatement jobs is \$25,000 and consists of the following costs: lead abatement work, ancillary work to be done in conjunction with lead abatement work, temporary relocation and Agency Program Support costs.

- **Budget:**

- The budget must include all costs of running the lead program less any current funding sources that are used to offset the costs.
- Applicants must adhere to the following categories, their descriptions, and their corresponding maximums:

Categories	Description
Administrative Costs	10% of grant award amount
Audit	2% of grant award amount
Liability Insurance	2% of grant award amount
Lead Hazard Control or Reduction Activities	Costs related to the remediation or reduction of Lead Hazards such as, protection of property, direct staff, remediation or reduction measures and materials.
Ancillary Costs and other Moderate Levels of Repair in combination with lead-safe remediation	Costs related to the moderate levels of repair needed to proceed with lead-safe remediation. Ancillary costs may constitute no more than 20% of an individual project's costs.
Temporary Relocation Activities	Temporarily relocating existing residents to remediate or reduce lead hazards in units.
Lead Abatement Projects	In eligible households where an elevated blood lead level has been identified in a child under the age of six or in a pregnant woman and whereas the local health department requires full lead abatement activities, the grant recipient may provide lead abatement services of up to \$25,000 per property for one- and two-family residential properties. For three and four family residential properties, the maximum is \$55,000 per property.

- Costs Not Allowed: Costs for training, the purchase of vehicle(s), and consultants.

- For direct staff costs, all positions must be listed individually with annual salary and percentage to be charged to the Lead Program. Please complete Appendix A and provide the requested position breakdowns in SAGE.
- **Required Documents (including but not limited to):**
 - Signed Application Cover Sheet
 - Copy of valid RRP firm certification with the U.S. EPA (must list the agency on certificate)
 - Board Resolution
 - IRS 501 (c)(3) Determination Letter
 - Certificate of Incorporation and By-Laws
 - List of Officers and Board of Directors
 - List of current funding sources and uses
 - Certification Regarding Debarment and Suspension (required for all contractors used by the program)
 - Certification Regarding Lobbying
 - Organizational Chart
 - Program Staff Allocation Chart (Appendix A)
 - Program Implementation Schedule (Appendix B)
 - Organization's Operating Budget
 - Program Cost Allocation Sheet

The above required documents are considered part of the application for funding. Failure to submit any of the above listed attachments will result in the application being disqualified. Attachments that cannot be uploaded on SAGE must be emailed no later than close of business on March 24, 2021.

REPORTING REQUIREMENTS: Awardees will be required to report on the following:

- Eligible activities;
- URA compliance as per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended:
 - General Information Notice (GIN) to all tenants;
- Reports on hazard reduction activities to include the following:
 - Evidence of Contractor's Certification;
 - Report of Hazard Reduction Work Completion and Lead Clearance;
 - Evidence of proper disposition of materials;
 - Completion of Construction, including obtaining permits and certificates under the

Uniform Construction Code, N.J.A.C. 5:23, where required;

- Total remediation cost associated per unit;
- Distribution of required educational materials.

Performance Outcomes:

- Meeting Grant and Program benchmarks satisfactorily;
- Clearance of all units completed;
- Submission of Program/Fiscal Reporting in adherence to Program Policies;
- Completion of production goals;
- Full expenditure of grant funds;

APPLICATION RATING CRITERIA: A review panel consisting of members of the DCA Staff will review and evaluate the applications based on a 100-point system in the following areas:

- Agency Capacity
- Need in Proposed Service Areas
- Management and Training Plan
- Budget/Fiscal Capacity
- If applicant is a current grantee of the Lead-Safe Home Remediation Grant Program, performance on current grant will be reviewed and rated.

TECHNICAL ASSISTANCE SESSION: March 10, 2021 via virtual meeting at 10:00 a.m. Attendance at the TA Session is **mandatory**. Applicants who do not attend the TA session will not be permitted to submit application. Please RSVP by email to Xin “Leo” Li at Xin.Li@dca.nj.gov

DEADLINE FOR SUBMISSION: Application must be submitted in the System for Administering Grants Electronically (SAGE) by 11:59 p.m. on **March 24, 2021**.

**New Jersey Department of Community Affairs
Lead-Safe and Single-Family Home Remediation Pilot Grant Program
Appendix A**

Table 2: Staffing Chart - Grantee

Grantee Position #/Title	% of Time Assigned to Lead	# Years Experience: Housing Rehab	# Years Experience: Lead	Special Lead Training/ Certifications
1. _____				
2. _____				
3. _____				
4. _____				
Name of Nonprofit Agency :				
5. _____				
6. _____				
7. _____				
8. _____				

For each task below, enter the position number of the person(s) who will perform that task:

1(a) Local Program Coordinator	1(b) Program Marketing	1(c) Application Intake	1(c) Eligibility Determinations	1(c) Occupant Income Cert.	1(d) Applicant Approvals	1(e) Spec Prep & Cost Estimate (lead)
_____	_____	_____	_____	_____	_____	_____

1(f) Contractor Bid Pkg Prep	1(g) Pre- Construction Conference	1(h) Construction Monitoring	1(i) Non-EBL Lead Insp. & Risk Assessment	1(j) Clearance Test	1(k) Temporary Relocation	1(l) Reporting
_____	_____	_____	NA	NA	_____	_____

1m) Fiscal Monitoring	1n) Occupant Notifications	1o) Education/ Outreach
_____	_____	_____

Clarifications:

Please identify, by position number, who will perform each of the tasks identified above

**New Jersey Department of Community Affairs
Lead-Safe and Single-Family Home Remediation Grant Program
Appendix B**

Program Implementation Schedule

This schedule must coincide with the production benchmarks provided on page 6 of the FY2021 Lead-Safe & Single-Family RFP.

General Steps	Specific Tasks	Days Per Unit to Complete Task
A. Agency Start Up	1. Staff Hiring and/or training	N/A
B. Outreach	1. Development of marketing tools (pamphlets, web announcements, neighborhood outreach, etc.) 2. Implementation of marketing plan	
C. Application Intake	1. Preliminary eligibility determination 2. Preliminary lead testing (using lead swab test kit) 3. Lead Evaluation by Statewide Outreach and Coordination of Lead Evaluation Services grantee 4. Basic eligibility Determination	
D. Contractor Selection	1. Scope of work reviewed and finalized. 2. Bid documents prepared and advertised. 3. Bid opening and award of contract.	
E. Project Construction	1. Relocation coordinated with contractor where required. 2. Permit issued (if required) 3. Construction start 4. Construction Monitoring 5. Relocation case management and monitoring (if required) 6. Lead clearance 7. Return of occupants (when required to relocate) 8. Construction completed	
F. Project Close-Out	1. Permit approved (if required) and closed 2. Final payment issued to contractor 3. Close out paperwork to DCA	