NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Lead-Safe Home Remediation Pilot Grant Program

REQUEST FOR PROPOSAL

NAME OF GRANT PROGRAM: Lead Safe Home Remediation Pilot Grant Program

PURPOSE OF PROGRAM: To address the ongoing concern of the threat of childhood lead poisoning, the Department of Community Affairs (DCA) proposes a State-funded pilot program to fund public-private partnerships 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 and replacement to prevent elevated blood lead levels in children and pregnant women. 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. 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.

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, refrain from using certain high-dust-generating work practices, and follow 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 activities to remediate lead-based paint hazards in eligible units. This includes identifying remediation 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. There is no cap on a maximum award, but DCA will ensure equity in the amount of assistance allocated across service areas based on the submitted proposals.

**SERVICE AREAS:** The service area for this RFP is statewide. Successful applicants must demonstrate need in the municipalities they propose to serve. 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.

**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:
• Assessment of lead-based paint hazards in eligible residential units by a certified Lead Risk Assessor/Inspector in accordance with HUD Lead Safe Housing Rule (LSHR) and NJAC 5:17.

• 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 levels of repairs are provided to protect the integrity of the lead remediation measures provided. An example of moderate levels of repairs 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 $20,000 per property for one and two family residential properties. For three and four family residential properties, the maximum is $40,000 per property. The grant recipient may utilize no more than 10% of their total grant amount to fund the lead abatement projects for these homeowners.

The expected average direct remediation cost per unit is $12,000. Lead-safe projects of up to $20,000 can be undertaken with prior approval.

**GRANT TERM:** The term of the grant shall be one (1) year.

**QUALIFICATIONS of applicants in order to be considered for funding under grant program:** Applicants must demonstrate the capacity to perform the work directly. 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) Community outreach;
2) 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;
3) Application intake and processing;
4) Coordination of a combined Lead Inspection/Risk Assessment through a certified Lead Evaluation contractor, in accordance with N.J.A.C. 5:17 Lead Hazard Evaluation and Abatement Code;
5) Oversight of formal bidding, contractor selection, and contract award activities;
6) Temporary Relocation and case management of relocated occupants as per Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended;
7) Monitoring all projects, insuring project completion, project clearance and project close-out;
8) Compliance with proper waste disposal methods; and
9) Compliance with Federal Fair Housing, Non-Discrimination and Equal Opportunity.
10) If applicant is a current grantee of the Lead-Safe Home Remediation Pilot Grant Program, it must have met current benchmarks.

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

- A combined Lead Inspection/Risk Assessment through a DCA-certified Lead Evaluation contractor.
- Distribution of educational pamphlets prior to renovation activities in compliance with federal Title X and RRP requirements.
- Identification of temporary lead-safe relocation options when necessary.
- Lead hazard control 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.
- 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, which should include the collection of 12-month dust wipes following remediation, at a minimum of 3 times during the 12-month period.

**APPLICATION PROCESS:** Applicants must apply through SAGE and include 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.

**Outreach Plan:**
- Applicants should determine methods for identifying potential program participants, including developing an application process and methods of determining preliminary unit eligibility. However, final eligibility in all cases must be determined by the presence of lead-based paint hazards as identified by a DCA-certified lead evaluation contractor, or other certified lead professional.
- The Outreach Plan must include other community organizations, public agencies, and local Health Departments.
- Outreach strategy should be focused on obtaining 50% of production goal as eligible applications within first three (3) months of program implementation.

**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 and a Program Implementation Schedule (Appendix B) that coincides with the required production benchmarks below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage as Eligible Applications</th>
<th>Percentage as Completed Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31/2018</td>
<td>50%</td>
<td>20%</td>
</tr>
<tr>
<td>6/30/2018</td>
<td>75%</td>
<td>40%</td>
</tr>
<tr>
<td>9/30/2018</td>
<td>100%</td>
<td>80%</td>
</tr>
<tr>
<td>12/31/2018</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>10% of grant award amount</td>
</tr>
<tr>
<td>Audit</td>
<td>2% of grant award amount</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>2% of grant award amount</td>
</tr>
<tr>
<td>Lead Hazard Control or Reduction Activities</td>
<td>Costs related to the remediation or reduction of Lead Hazards such as lead risk assessment and inspection, development of scope of work, protection of property, remediation or reduction measures and materials.</td>
</tr>
<tr>
<td>Ancillary Costs and other Moderate Levels of Repair in combination with lead-safe remediation</td>
<td>Costs related to the moderate levels of repair needed in order to proceed with lead-safe remediation. Ancillary costs may constitute no more than 20% of an individual project's costs.</td>
</tr>
<tr>
<td>Temporary Relocation Activities</td>
<td>Temporarily relocating existing residents in order to remediate or reduce lead hazards in units.</td>
</tr>
<tr>
<td>Lead Abatement Projects</td>
<td>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 $20,000 per property for one and two family residential properties. For three and four family residential properties, the maximum is $40,000 per property. The grant recipient may utilize no more than 10% of their total grant amount to fund the lead abatement grants for these homeowners.</td>
</tr>
</tbody>
</table>

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

- **Required Documents (including but not limited to):**
  - Application Cover Sheet
  - Copy of valid RRP firm certification with the U.S. EPA
  - 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 Staffing 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 received or delivered no later than 4:00 p.m. on Wednesday, December 27, 2017.

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

- Eligible applicants;
- Eligible activities;
- Notice of Hazard Evaluation to tenant and owner;
- 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:
  - Combined Lead Inspection/Risk Assessment;
  - 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;
• Analysis of dust wipes completed within 12-month period after remediation.

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
• Outreach Plan
• Management and Training Plan
• Budget/Fiscal Capacity
• If applicant is a current grantee of the Lead-Safe Home Remediation Pilot Grant Program, performance on current grant will be reviewed and rated.

TECHNICAL ASSISTANCE SESSION: Tuesday, December 5, 2017 at the Department of Community Affairs’ conference room 129 at 2:00 pm. Attendance at the TA Session is mandatory. Applicants who do not attend the TA session will not be permitted to submit application.

DEADLINE FOR SUBMISSION: Wednesday, December 27, 2017 on SAGE. Any documents can be delivered by 4:00 p.m. on December 27, 2017.

DATE BY WHICH APPLICANTS SHALL BE NOTIFIED: On or about the week of January 8, 2018.