NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Lead Remediation and Abatement Grant Program

REQUEST FOR PROPOSALS

BACKGROUND:

In the SFY23 budget, the Murphy-Oliver Administration made an unprecedented commitment of $180 million to address the ongoing threat of childhood lead poisoning. These funds will be used to fund community-based organizations to conduct lead-safe repairs and energy efficiency improvements in residential units and to build capacity within the Department of Community Affairs and throughout New Jersey to address these hazards through employment opportunities and apprenticeships, training, and provision of seed capital to expedite the entrance of new community-based organizations into the field. Through recruitment of trusted organizations from underserved and disproportionately impacted communities to participation in the NJ Lead Training Institute and seed capital pool, this funding will create new capacity in an equitable way to invest in the improvement of health and remediation and abatement of lead hazards in affordable housing across the state. This Request for Proposals represented the first tranche of this funding, consisting of $70 million, and will be followed by a second and larger tranche of funding in an additional Request for Proposals prior to the end of the state fiscal year. An additional pool of funding will be available to high-performing agencies, to organizations proposing innovative methods of addressing this issue, and to rapidly respond to emerging issues.

This RFP will provide $70 million over two years to conduct lead-safe repairs and energy efficiency improvements in residential units built prior to 1978. These funds will be used to identify and remediate lead-based paint hazards through encapsulation, replacement, or abatement. Encapsulation and replacement are defined as a set of measures designed to temporarily reduce human exposure or likely exposure to lead-based paint hazards. Lead abatement measures provide a 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.

In 2010, the U.S. Environmental Protection Agency (EPA) implemented the Renovation, Repair and Painting (RRP) rule. The RRP rule requires that firms performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities and pre-schools built before 1978 be certified by EPA (or an EPA-authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices. The lead-safe work practice standards require renovation firms to do the following:

1. Comply with specific requirements for containing the work area
2. Refrain from using certain high-dust-generating work practices
3. Adhere to a specific cleaning protocol, including a step called “cleaning verification,” after concluding the paint-disturbing tasks involved in a renovation.

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 where possible. 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.

NEW GRANTEES:
New grantees must commit to and complete training via the NJ Lead Training Institute prior to commencing lead-based paint hazard reducing activities.

SERVICE AREAS:
Municipalities or County. A portion of the available funds will specifically be set aside for the following municipalities: Camden, Newark, Paterson, Passaic, and Trenton. Successful applicants must demonstrate need in the municipalities/service areas they propose to serve. Applicants are limited to requesting a maximum of three (3) counties for their proposed service area.

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. If the applicant is not an EPA RRP certified firm, then prior to grant contract execution, the applicant must have the EPA RRP Firm certification.

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.

ELIGIBLE ACTIVITIES:

1. 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 is ultimately identified and confirmed by the State of New Jersey procured lead evaluation company for the target region.
2. Identification of lead-based paint hazards via the coordination of a Lead Inspection Risk Assessment (LIRA) via a NJDCA certified lead evaluation contractor.
3. Confirmation of reduction of lead-based paint hazards via the coordination of a lead clearance exam via a NJDCA certified lead evaluation contractor.

4. 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).
5. Temporary relocation of the household *when necessary* to ensure the health of the household members during remediation activities.
6. 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), the repairs maybe addressed with WAP funds in conjunction with the provision of weatherization services. If WAP funds cannot be used, up to 20% of the individual project award may be used to address these repairs and/or ancillary costs.

MAXIMUM COSTS:
Municipalities: $1,600,000 per municipality (grantee must service entire municipality)
County: $2,000,000 per county (grantee must service entire county)
Please note that additional funds may be available for good performers

GRANT TERM:
The term of the grant shall be Twenty-Four (24) months.

MINIMUM QUALIFICATIONS:
- Demonstrate the capacity to perform the work directly or can manage contractors to conduct lead-based paint remediation or lead abatement work. Applicants must also work closely with the contracted State of New Jersey procured lead evaluation contractor for their target service region.
- Be a U.S. EPA certified Renovation, Repair and Painting (RRP) firm.
- Knowledge of and the capacity to accomplish the following:
  1. Dangers of lead-based paint hazards, and the importance of why properties need to be lead-safe.
  2. Coordinate with a NJDCA certified Lead Evaluation Contractor for Lead Inspection Risk Assessment and Lead Clearance exams.
  3. Temporary Relocation and case management of relocated occupants as per Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended.
  4. Monitor all projects, insuring project completion, project clearance and project close-out.
  5. Compliance with proper waste disposal methods; and
  6. Compliance with Federal Fair Housing, Non-Discrimination, and Equal Opportunity.

PROJECT REQUIREMENTS:
Each project must do the following:

- Distribute educational pamphlets prior to renovation activities in compliance with federal Title X and RRP requirements.
- Market program throughout awarded target service area(s).
- Identify temporary lead-safe relocation options when necessary.
- Conduct Lead hazard control (remediation or abatement) activities using certified lead professionals and lead hazard control methods in compliance with NJAC 5:17 and the HUD Lead Safe Housing Rule.
- Manage contractors remediating or abating lead-based paint hazards; ensure that the lead-safe conditions in the home are in compliance with the HUD Lead Safe Housing Rule.
- Educate tenants and homeowners on lead-safe home maintenance

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

- **Agency Capacity**:
  - Organization's capacity to effectively administer this program, with special emphasis on budget, fiscal capacity and operations, and oversight
  - Experience with administering similar programs and services
  - Experience working in the proposed service area
  - Ability and capacity to expend awarded funds within one (1) year of the award

- **Service Area**:
  - Proposed municipalities or county 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.

- **Management, Training and Marketing Plan:**
  - Organizational chart identifying key staff (both full-time and part-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. For new staff please provide a timeline for hiring and training
  - Marketing plan to identify units; Proposed number of units - 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 Evaluation Costs	Costs related to the evaluation for lead-based paint hazards
Lead Clearance Costs	Costs related to the clearance and confirmation that lead-based paint hazards have been remediated/abated through program activities,
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.
Program Operating Costs	Program personnel salaries/wages, program personnel fringe benefits, program personnel travel, space, telephone, office supplies, postage, marketing, and advertisement, etc.

- 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.
- Ineligible Costs: 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 (service area must be inclusive of entire county)
  - 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)
  - Organization's Operating Budget
  - Program Cost Allocation Sheet

  The above required threshold 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 TBD.

REPORTING REQUIREMENTS: Awardees will be required to provide quarterly reports 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 including e 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:

- 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 areas identified in the section above titled "Application Process"

- **Agency Capacity**: Does the applicant have the capacity and experience to successfully administer the program? (Maximum 40 points)
  Scoring Criteria

Marginal Response 1-5 Points	*Acceptable Response Maximum 30 Points*	*Excellent Response Maximum 40 Points*
The applicant's response is incomplete, lacks clarity and does not provide assurance to their capacity to deliver the program.	The applicant's response was clear, thorough and provides reasonable assurance to their capacity to deliver the program.	The applicant's response provides significant assurance to their capacity to deliver the program- the answers provided demonstrated a high level of expertise and ability.

- **Service Areas**: Does the applicant provide evidence of the need in its target service area/areas? (Maximum 25 points)
  Scoring Criteria

Marginal Response 1-5 Points	*Acceptable Response Maximum 20 Points*	*Excellent Response Maximum 25 Points*
The applicant's response is incomplete, lacks clarity and does not provide evidence of need in their proposed target service area/areas and their experience working in the target service areas.	The applicant's response was clear, thorough and provides reasonable assurance to their evidence of need in their proposed target service area/areas and their experience working in the target service areas.	The applicant's response provides significant assurance to their evidence of need in their proposed target service area/areas and their experience working in the target service areas- the answers provided demonstrated a high level of expertise and ability.

- **Management and Training Plan**: Does the applicant have sufficient and experienced staff or have a plan to hire/train staff to properly administer the program? (Maximum 15 points)
  Scoring Criteria

Marginal Response 1-5 Points	*Acceptable Response Maximum 10 Points*	*Excellent Response Maximum 15 Points*

The applicant's response is incomplete, lacks clarity and does not provide evidence of adequate and experienced staff to deliver the program.	The applicant's response was clear, thorough and provides reasonable assurance to their evidence of adequate and experienced staff to deliver the program.	The applicant's response provides significant assurance to their evidence of need adequate and experienced staff to deliver the program (including experience with WAP, Lead, LIHEAP and similar types of programs)- the answers provided demonstrated a high level of expertise and ability.

- **Budget/Fiscal Capacity**: Does the applicant's budget meet allowable cost and cost guidelines of program? Does the applicant show adequate fiscal capacity to deliver the program? (Maximum 20 points)
  Scoring Criteria

Marginal Response 1-5 Points	*Acceptable Response Maximum 15 Points*	*Excellent Response Maximum 20 Points*
The applicant's budget is incomplete, lacks clarity and does not comply with the budget guidelines provided.	The applicant's budget was complete and partially complete with the budget guidelines provided.	The applicant's budget was fully and fully complied with the budget guidelines provided.

- If applicant is a current grantee of the Lead-Safe and Single-Family Home Remediation Grant Program, performance on current grant will be reviewed and rated.

TECHNICAL ASSISTANCE SESSION: November 1, 2022 or November 15, 2022 or November 18, 2022 via virtual meeting at 10:00 am. Attendance at the TA Session is **mandatory**. Applicants who do not attend the TA session will *not* be permitted to submit application. RSVPs containing Attendee name and Organization Name should be emailed to Xin.Li@dca.nj.gov by October 31, 2022 and November 14, 2022 respectively.

DEADLINE FOR SUBMISSION: Application must be submitted in the System for Administering Grants Electronically (SAGE) by 11:59 p.m. on **December 9, 2022.**