

## NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

### Lead Hazard Reduction Program NOTICE OF FUNDING AVAILABILITY

**NAME OF GRANT PROGRAM:** Lead Hazard Reduction Program

**PURPOSE OF PROGRAM:** The New Jersey Department of Community Affairs (DCA) Division of Housing and Community Resources will be administering the Lead Hazard Reduction Program for the benefit of NJ residents primarily in the nine counties most impacted by Superstorm Sandy which are: Atlantic, Bergen, Cape May, Essex, Hudson, Monmouth, Middlesex, Ocean and Union for:

- 1) Lead assessment, lead hazard control and clearance to homes built prior to 1978 impacted by Superstorm Sandy.
- 2) Addressing other environmental hazards such as mold, as well as other ancillary costs to perform lead hazard reduction.

**AVAILABLE FUNDING:** Up to \$4,750,000

**MAXIMUM AMOUNT of AWARD:** At this time, there is no cap on maximum award. State will ensure equity in amount of assistance across service areas.

**ELIGIBLE APPLICANTS:** Non-profit 501c (3) and units of local and county governments with experience in administering lead hazard control and/or weatherization assistance programs.

**ELIGIBLE SERVICE AREAS:** The nine counties most impacted by Superstorm Sandy which are: Atlantic, Bergen, Cape May, Essex, Hudson, Monmouth, Middlesex, Ocean and Union.

**ELIGIBLE PROGRAM PARTICIPANTS:** Low to moderate income homeowners of properties or owners of units available to low to moderate income tenants in 1-7 units.

**PRIORITY CONSIDERATION:** Priority will be given to damaged units, otherwise eligible with a notice of violation, referred by the New Jersey Department of Health.

**ELIGIBLE HOUSING:**

1. Pre-1978 housing containing lead-based paint where the painted surfaces were damaged by Superstorm Sandy or Properties identified to have lead based paint hazards created as a result of clean-up or repair activities associated with Superstorm Sandy;
2. Properties that are insured to cover loss or damage caused by fire and other hazards normally included under "extended coverage;"
3. Housing located in a federal or state designated flood hazard zone area must carry appropriated flood insurance;
4. Housing units that received Federal Assistance as a result of damage received in a previous disaster must have had continuous flood insurance coverage since the date of that assistance;
5. Properties must be current on real estate taxes, water and sewer;
6. Housing shall not be eligible for renovation funding through any other CDBG-DR Sandy Recovery Program;
7. Housing must be structurally sound, meaning that residential occupancy is permissible under State and Local building and property maintenance codes and an onsite inspection conducted by the Lead Hazard Reduction Program found no conditions which would preclude code-compliant occupancy following lead hazard control work. Lead hazard mitigation would NOT be funded on a home that is not currently habitable.

**INELIGIBLE HOUSING COSTS AND OR PROGRAM PARTICIPANTS:**

1. Housing which was substantially damaged and or located in a special flood hazard zone. These are properties identified by FEMA as substantially damaged.
2. Costs of repairs that were covered by other funding sources such as FEMA, SBA, homeowners insurance, etc.
3. Property owners who received any flood event related assistance from any federal source for any previous Presidentially declared disaster that did not purchase the required mandatory flood insurance pursuant to the National Flood Insurance Program regulation.

**ELIGIBLE ACTIVITIES:**

- Assessment of lead based paint hazards in pre 1978 one to seven residential units.
- Remediation or reduction of lead paint hazards in residential units
- DCA may elect to allow other moderate levels of repair to occur in combination with the lead paint, including addressing other environmental hazards such as mold, as well as other ancillary costs to performing the work.

**GRANT TERM:** January 1, 2015 to May 31, 2016

**QUALIFICATIONS of applicants in order to be considered for funding under grant program:** Successful applicants must demonstrate that they have the resources and capacity necessary to deliver the Lead Hazard Reduction Program including the ability

to perform:

- 1) Community outreach;
- 2) Application intake and processing;
- 3) Knowledge of and ability to comply with DCA's Requirements under the [Voluntary Compliance Agreement \(VCA\)](#).
- 4) Ensuring compliance requirements with Section 106 of the National Historic Preservation Act of 1966, and the Preservation of Archaeological and Historical Data Act of 1966 and the provisions of 24 CFR Part 55 and Executive Order 11988, as amended by Executive Order 12148, relating to evaluation of flood hazards.
- 5) Coordination of a combined Lead Inspection/Risk Assessment through a DCA licensed Lead Evaluation contractor, in accordance with N.J.A.C. 5:17 Lead Hazard Evaluation and Abatement Code.
- 6) Knowledge of 24 Code of Federal Regulations Part 570.608 and Part 35: Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance. It is commonly referred to as HUD's Lead Safe Housing Rule.
- 7) Lead Inspection/Risk Assessment must comply with protocols defined in Lead Hazard Reduction Program Guidelines and Procedures Manual;
- 8) Oversight of formal bidding, contractor selection and contract award activities;
- 9) Relocation and case management of relocated occupants as per Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended.
- 10) Monitoring non-abatement construction, insuring construction completion and project close-out;
- 11) Comply with all cross cutting Federal Requirements such as Section 3 Reporting, as identified in the DCA policies attached;
- 12) Fiscal reporting, audit and financial management as required in the Office of Management and Budget circulars that are codified 2 CFR 225 and 24 CFR Part 84 and 85.
- 13) Adhere to [Sandy Recovery Policies](#)
- 14) Adhere to [Federal Labor Standards](#) or State of New Jersey Wage Standards, if applicable.
- 15) Comply with Federal Fair Housing, Non-Discrimination and Equal Opportunity.

NOTE: Environmental Reviews will be coordinated through DCA Sandy Recovery Division. All activities will comply with HUD CDBG-DR environmental review regulations as identified in 24 CFR Part 58.

**APPLICATION PROCESS:** Applicant must complete and submit the following application forms on SAGE.

- **Agency Capacity:**
  - Describe organization's capacity to deliver this program, with special emphasis on fiscal operations and oversight of the Lead Hazard Reduction Program.

- Applicant must include information on the history and current practice of delivering programs and services.
  - Describe how and when the organization evaluates the outcomes of the services.
  - Describe how the organization builds the capacity of its staff to deliver these services.
  - Must demonstrate ability and capacity to expend award by May 31, 2016.
  - Provide access to Bilingual Translation and Interpretation Services to Limited English Proficiency individuals.
- **Outreach Plan:** Describe the organization’s outreach strategy that will ensure access to Bilingual Translation and Interpretation Services to Limited English Proficiency individuals. **Outreach Plan must comply with VCA agreement.** Outreach Plan must include other community organizations, public agencies, and local Health Departments.
- **Management and Training Plan:**
    - Applicant must provide a plan on how the program will be managed, staffed and trained. Please attach a Staffing chart, see [Appendix A](#).
    - Applicant must provide a cost comparison analysis as justification for program model to be implemented, crew versus contracting/procurement.
    - Applicant must provide a timeline identifying benchmarks and specific accomplishments. See [Appendix B](#). This timeline must be uploaded to the Management and Training Form of the application on SAGE.
- **Budget/Fiscal Capacity:**  
The budget must include all costs of running the lead program less any current funding sources that are used to offset the costs. No administrative costs are allowed.

Categories	Description
<b>Program Delivery</b>	
This includes the cost of salaries, fringes, office space, utilities, printing, copying, liability insurance and telephone related to the direct program costs incurred in reducing lead hazard in units or projects such as outreach, eligibility, project monitoring. General organization administration and management oversight is not eligible as a direct project cost.	
<b>Program Costs: Maximum amount per unit is \$25,000 which includes up to \$10,000 for relocation.</b>	
Lead, Mediation or Reduction Activities	Costs related to the mediation or reduction of Lead Hazards such as environmental reviews, lead risk assessment and inspection, development of scope of work, protection of property, mediation or reduction.

Rehab / Mold/Asbestos	Costs related to the Rehabilitation of the structures hazards and removal/ cleaning up of the mold.
Relocation Activities	Relocating existing residents in order to abate mediate or reduce lead hazards in units.

• **Required Documents must be uploaded in SAGE on the form indicated in parenthesis:**

- Application cover page (Certification Sheet)
- Board Resolution (Certification Sheet)
- IRS 501 (c)(3) Determination Letter (required for non-profit only) (Certification Sheet)
- Certificate of Incorporation and By-Laws (required for non-profit only) (Management and Training Form)
- List of Officers and Board of Directors (required for non-profit only) (Certification Sheet)
- List of current funding sources and uses (Management and Training Form)
- Program Policies and Procedures (Certification Sheet)
- Certification Regarding Debarment and Suspension (this will be required on all contractors used by the program) (Certification Sheet)
- Certification Regarding Lobbying (Certification Sheet)
- Organizational Chart (Certification Sheet)
- Audit findings for the last 3 years. (Management and Training Form)
- Staffing Chart (Management and Training Form)
- Program Implementation Schedule (Management and Training)
- Organization's Operating Budget (Management and Training Form)

**The above required documents are considered part of the application for funding. Failure to submit any of the above listed attachments will result in application being disqualified. Attachments that cannot be uploaded on SAGE must be mailed or delivered no later than 5:00 p.m. on November 21, 2014.**

**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;
- Outreach Plan;
- Management and Training Plan;
- Budget/Fiscal Capacity

**Please note that an applicant must receive a minimum score of 14 in the Budget/Fiscal Capacity category in order to be eligible to receive an award.**

**REPORTING REQUIREMENTS:** Successful applicants will be required to report on a **quarterly basis** 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 along with a Certificate of Occupancy; Line Item Budgets that include:
    - Sources of funds;
    - Uses of funds
    - Calculations for determining the level of assistance provided;
  - Acknowledgements of properly executed "Disclosure of Lead Paint and Lead Paint Hazards which serves as a receipt for the Lead Information Pamphlet.
  - Section 3 Reporting

**Program and Financial Status Reports (FSR) must be submitted by the 10<sup>th</sup> calendar day of the succeeding month after the quarterly period ends.**

**PERFORMANCE OUTCOMES:**

- Completion of production goals.
- Full expenditure of grant funds.
- Timely submission of Program Reports and FSRs.

**TECHNICAL ASSISTANCE SESSION:** Technical assistance workshops will be held, on **Wednesday October 29, 2014** and **Thursday, November 6, 2014** at the Department of Community Affairs' Conference Room 129 at 9:00 a.m.

Attendance is mandatory. Applicants who do not attend at least one TA session will not be permitted to submit an application.

Questions can be submitted to DCA at [Xin.Li@dca.nj.gov](mailto:Xin.Li@dca.nj.gov) upon the conclusion of the first TA Session and up to the closing of business on Thursday November 20, 2014.

**DEADLINE FOR SUBMISSION: Friday November 21, 2014.**

**DATE BY WHICH APPLICANTS SHALL BE NOTIFIED: on or about the week of December 15, 2014.**

**APPEALS:** Division of Housing and Community Resources staff will send a letter to the applicant notifying the applicant if the grant is awarded or denied. If denied, the letter will indicate the reason the request was denied. Appeal must be submitted within five business days of denial notification. If not appealed Division of Housing and Community Resources staff closes the file. If appealed applicant schedules a call with the Director to discuss merits of appeal. Division Director will then overturn decision or deny the application. If the Division Director overturns decision grant award letter is sent to applicant and the process follows the steps for approval. If appeal denied by Director, applicant may appeal the decision to the Commissioner of the Department of Community Affairs.