

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
LEAD HAZARD REDUCTION PROGRAM
NOTICE OF FUNDING AVAILABILITY
FREQUENTLY ASKED QUESTIONS (FAQ)

Question and Answers from TA held on October 29, 2014. This is an addendum to the FAQ from the September 5, 2014 TA Session.

Q: Will the agencies be reimbursed for rent of an office space if it is used for Lead?

A: Agencies will only be reimbursed for rent if that office space is strictly used for the Lead Hazard Reduction Program on a per square foot basis. For example, if 10% of the total office space is used specifically for Lead Hazard Reduction, then you may be reimbursed for 10% of your total rent as long you provide proper supporting documentation. Hard direct costs (i.e. cell phone bills) are allowed.

Q: The program manager can be charged because he is overseeing the program. The program manager may meet with the executive director multiple times to review the status of certain projects. How do we properly charge for our Executive Director, who is a part of the administrative team, if he meets with the program manager to discuss the grant?

A: It is not considered a direct activity delivery and won't be permitted. It is considered an administrative cost. Administrative costs are not allowed under the grant program.

Q: What is, under the 5% cap, a qualified and allowable cost?

A: There is none for this specific grant program. The 5% cap covers the entire administration of all Sandy Recovery Programs state wide. That includes the Department of Community Affairs – Sandy Recovery Division operations, management and oversight of all programs. .

Q: Are people, such as those on the financial management team, able to get reimbursed?

A: No. If someone is not 100% designated to work solely on the Lead grant program, then these costs will not qualify for reimbursement.

Q: How do we properly set up the timesheet for reimbursement purposes for those that will be working on multiple programs?

A: If you will be having people working on multiple programs, which is allowable, the timesheet for the individual should be broken up into exact total number of hours working in a payroll period allocated to various funding sources. Additionally, an activity description of exactly what the individual did in those hours consistent with the scope of work for eligible Lead Hazard Reduction program activities. If the activity does not fall into allowable Lead grant program delivery costs, it will not be reimbursed.

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Q: When DCA monitors this grant, no matter the person's job title, if the job tasks are clearly documented, will they be reimbursed?

A: This should be addressed in the proposal in terms of the staffing structure and how the subrecipient agency executes the program. If funded, monitoring of the Lead Hazard Reduction Program will review the agreed upon staffing structure as detailed in the written grant agreement to determine eligible and allowable staff reimbursement costs.

Q: Can we consider the administrative cost as the agency's match to the grant?

A: Yes.

Q: If we have a Director or another person of the executive management team with knowledge of lead, how do we ensure that they are eligible for reimbursement?

A: Please put that in your proposed application and include in staffing structure for activity delivery. Also add the different tasks that the individual would do to his/her job description.

Q: So only staff that are directly involved in the actual project in terms of clients, contractors etc. can be paid?

A: Yes.

Q: Is the operating budget agency wide?

A: Yes. In addition to the project budget the submission requirements includes a budget of the organization/agency.

Q: Is there a 35% advance of the grant award amount?

A: There are no advances allowed in this program.

Q: If there is no advance, will there be opportunities to submit FSRs more frequently?

A: Yes. FSRs may even be submitted monthly. FSRs must be submitted on a quarterly basis at a minimum.

Q: Regarding Health and Safety, is there a walk away threshold?

A: The walk away threshold in the Lead Hazard Reduction Program is if the property is deemed substantially damaged by FEMA from Superstorm Sandy or the cost to address lead-based paint hazards identified exceed the available resources.

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Q: May funds from this grant be used in conjunction with other funding sources?

A: Yes. Funds for the Lead Hazard Reduction Program may be used with other sources, but the end result must be a completed unit. For example, grant funds can be used for the temporary relocation of occupants while another funding source can be used for lead hazard reduction.

Q: Under some of the other local Sandy screening grants from the health department, the agencies did soil samples, and dust wipe samples for anyone who was Sandy affected. If we identify clients with high soil levels or high dust samples, would they be eligible for the program?

A: Yes. They would be eligible. You will be required to address these types of lead hazards in accordance with Federal and state lead hazard reduction guidelines.

Q: Is lead abatement required?

A: Under HUD regulations (24 CR Part 35, et al), projects receiving \$25,000 and under in Federal assistance are not required to employ lead abatement, but rather lead hazard reduction using interim controls.

Q: Can grant funds be used for lead abatement?

A: Yes. The Lead Hazard Reduction Program funds may be used for lead abatement, but because there is a funding cap per unit of \$25,000, it may not be enough to do full abatement of a unit and will not meet the requirement of having a completed housing unit.

Additional Questions and Answers after October 29, 2014 TA Session

Q: Is mileage reimbursement or leasing of a vehicle for the program, an allowable expense?

A: Yes. Mileage reimbursement or leasing of a vehicle, for the program, is an allowable expense.

Q: If the applicant is unable to supply the board resolution by the deadline because they are unable to pass/certify it, can a signed draft be placed in the SAGE application system upon submission?

A: A letter stating the status of the resolution will suffice for the application.

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Q: An applicant submitted a complete application the first time on September 22, 2014 and will be submitting an application again. Can the applicant submit the same board resolution from my previous submittal or do they need to submit a new one?

A: The applicant would have to submit a new board resolution. If they are unable to submit the new board resolution by the deadline, they may upload a letter stating when LHRP staff should expect to receive the new board resolution.

Q: I just wanted to ask you about the Policy and Procedures Certification Sheet. Are we supposed to create one or is there an actual certification sheet? If so, there is no link to one within the SAGE (like the ones for schedules G, H, and I.

A: Please reference question 1 on page 2 of the FAQs from the first TA Session in the link below. Also, it is not a "Policy and Procedures Certification Sheet", it is "Program Policy and Procedures (Certification Sheet)". The Certification Sheet refers to the section in which you are to place the Policy and Procedures. Also, there is no designated place to upload the Program Policy and Procedures. Instead, you would upload them at the bottom of the Certification Sheets page under "**Please upload any third party agreements(s) that may be pertinent to this grant**"

http://www.state.nj.us/dca/divisions/dhcr/announcements/pdf/lhrp_faq.pdf