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1. General Information:

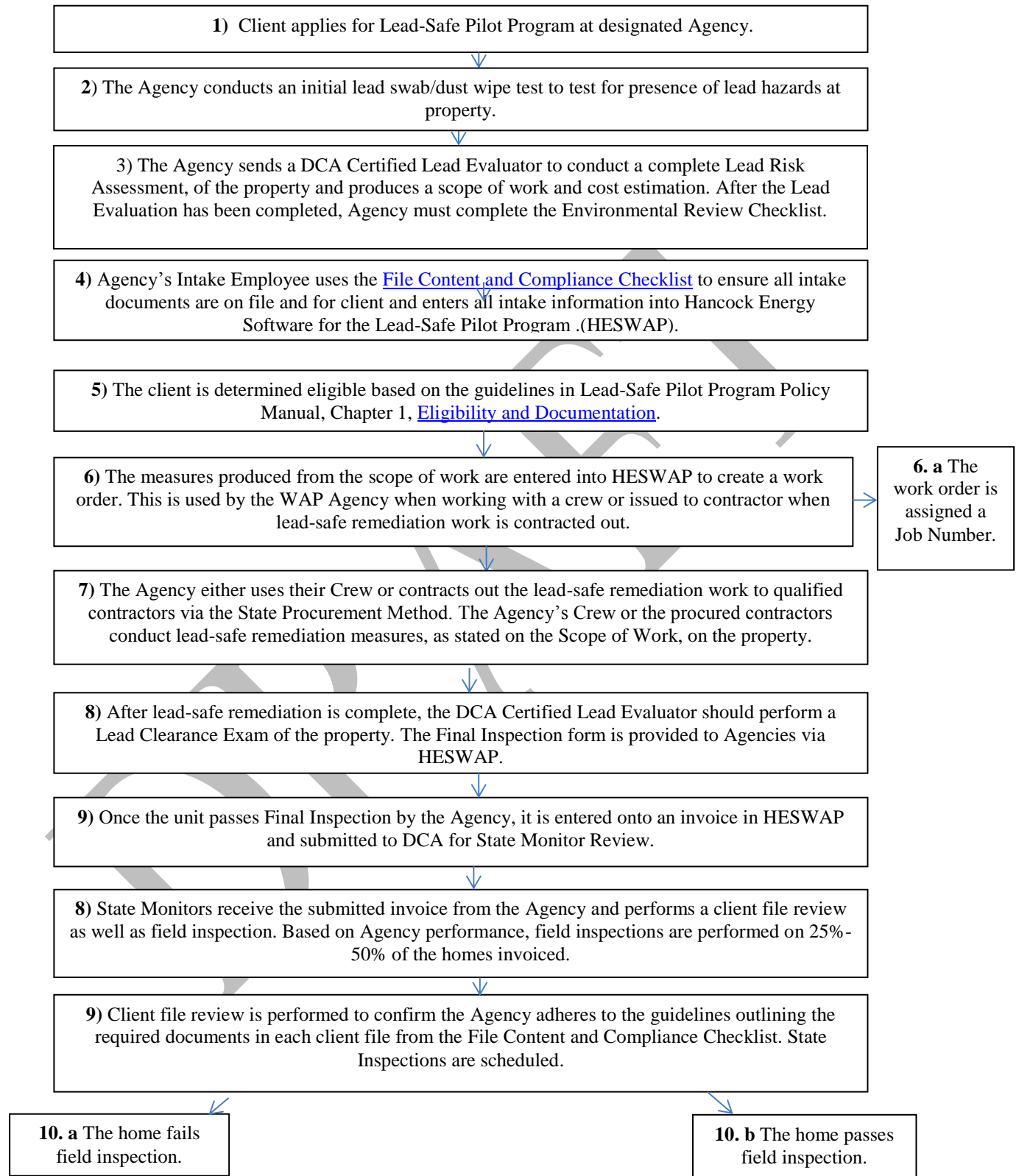
The DHCR's Office of Low Income Energy Conservation (OLIEC) contracts non-profit organizations to identify and remediate lead-based paint hazards in income eligible households via interim controls to prevent elevated blood lead levels in children and pregnant women. Lead-Safe Pilot Program Agencies will be selected to provide lead-safe remediation services based on responses to a competitive Request for Proposals (RFP). Successful RFP respondents will receive contracts which carry a term of 2 years.

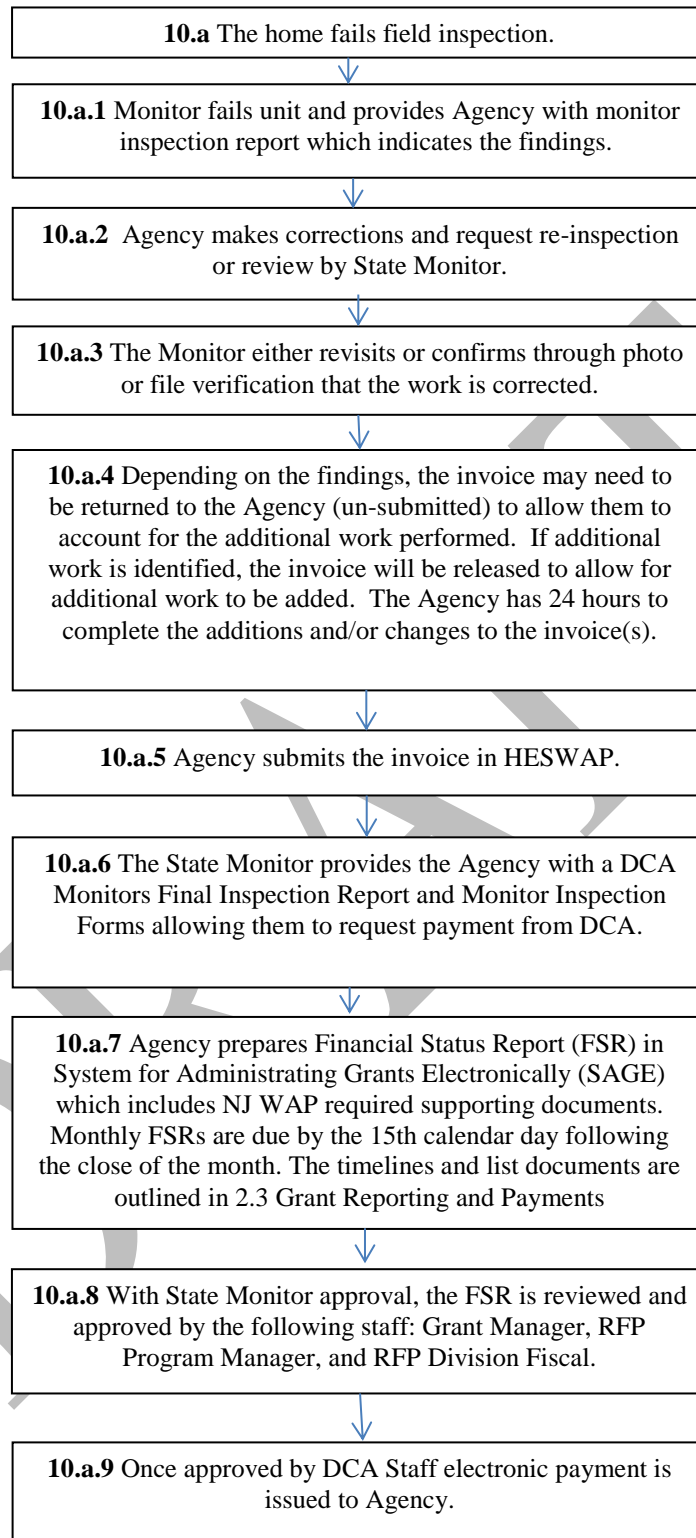
1.1. Lead-Safe Pilot Program Agency Qualification and Requirements

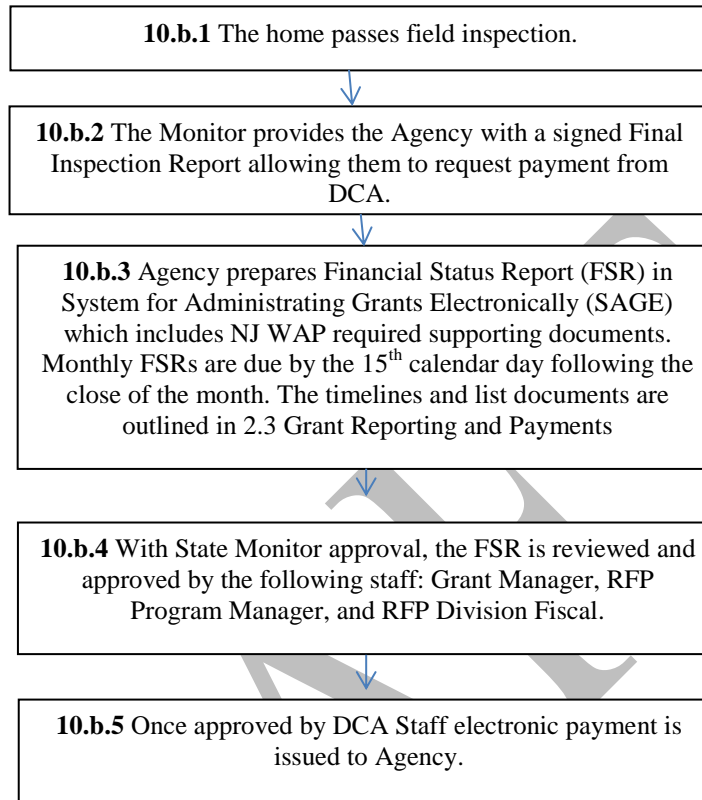
Successful applicants must have working knowledge of and the capacity to accomplish the following:

- Community outreach;
- Application intake and processing;
- 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;
- Oversight of formal bidding, contractor selection, and contract award activities;
- Relocation and case management of relocated occupants as per Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended;
- Monitoring non-abatement project, insuring project completion and project close-out;
- Compliance with proper waste disposal methods; and
- Compliance with Federal Fair Housing, Non-Discrimination and Equal Opportunity.
- Complete and undertake the program activities as reflected in the Lead-Safe Pilot Program Workflow Process chart.
- Demonstrate the ability to accept payment on a reimbursable basis and in accordance with Grant Payments Policy.
- Demonstrate past experience in administering lead hazard control and/or weatherization assistance programs
- Be certified as an RRP firm with the U.S. Environmental Protection Agency at the time of application.

1.2. Lead-Safe Remediation Work Flow







1.3 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 to serve areas with the highest level of need, based on the number of children under the age of six with blood lead levels of at least 10 µg/dL in Fiscal Year 2014, the most recent data available from the New Jersey Department of Health. The ten cities reporting the highest level of need are the following:

- Camden
- East Orange
- Elizabeth
- Irvington
- Jersey City
- Newark
- Passaic
- Paterson
- Plainfield
- Trenton

However, proposals for other areas demonstrating high need across the state will also be considered.

2. Grant Management Requirements

2.1. Grant Conditions and Stipulations

Applicants selected through the competitive RFP process must adhere to and comply with grant conditions and stipulations stated in Sections A, B, C and D of the grant agreement. Production goals must be met in accordance with Section C. Full spend-down of grant funds is required. Section C will provide targeted percentage required on spend down and production goals to be met. There are benchmarks indicated in Section C that will be utilized to measure and determine grant performance throughout the grant period. Additional benchmarks may be identified during the grant period as determined by OLIEC.

2.2. Single Audits

Consistent with the requirements of the Single Audit Act of 1984, Agency which receives DCA/OLIEC grants are required to have a single Agency-wide annual audit which complies with the Standards for Audits of Governmental Organizations, Programs, Activities and Functions (Yellow Book) issued by the U.S. General Accounting Office.

Agency is required to submit a copy of the single audit directly to the Department of Community Affairs, Office of Auditing, at the time the audit is submitted to the cognizant Agency.

2.3. Grant Reporting and Payments

This section is intended to provide guidance on the required and supplementary documentation to be submitted with Fiscal Monitoring and or Program Monitoring.

2.3.1. Advance Payment

As stated in Section A of the DCA Grant Agreement signed and executed by the Agency, 25% advance payment may be processed upon execution of the grant agreement. After the 25% advance has been fully expended, another 25% advance payment will be processed for the Agency, thus making the total advance payment available for the grant 50%.

Unless otherwise stipulated by the Grant Agreement, a grant recipient that receives an advance payment must expense the advanced funds and submit a Fiscal Status Report (FSR) certifying the expensing of the advance payment before receiving reimbursement for expenses incurred. If it has been determined that the grantee is allowed to submit a FSR for reimbursement and did not apply available cash on hand, then the department, at its discretion, can decide the amount of cash on hand to apply. Such requirements shall be reflected in all Grant Agreements executed by the Department.

2.3.2. Method of Payment

Succeeding payments will be made on a bi-monthly reimbursement and contingent upon full expenditure of advance. No payment will be processed if the advance is not fully expended and reported on SAGE unless Agency has obtained a waiver from the OLIEC.

If Agency is facing cash flow problems more frequent reimbursement requests (FSRs) can be submitted to assure cash flow for continual program operations and production.

FSR may not be submitted on the DCA SAGE without an approved DCA Unit Inspection Report and Lead Clearance Report for specified units. DCA Monitor will provide the Agency with a signed Monitor's Inspection Report and HESWAP Monitor Inspection Form providing approval to submit the FSR on the DCA SAGE System. Any reports submitted on the DCA SAGE without the approval of the DCA Monitor will be automatically rejected.

DCA SAGE Payment Vouchers will be signed electronically. DCA SAGE will accept electronic signatures on a Payment Vouchers from anyone authorized by the Agency (Grantee) with the status of Grant Administrator or Financial Officer.

Agency can still view, save and print both the FSR and Payment Voucher including the electronic signature, in PDF format.

2.3.3. Submission Timelines

Production invoices must be submitted in HESWAP the 10th business day of the month for completed units to be acknowledged on bi-monthly production goals.

FSRs must be submitted on DCA SAGE within 15 business days of receipt of the signed State Monitor's Final Inspection Report.

2.3.4. Required Documents

When submitting a FSR, Agency must upload the following backup documentation on DCA SAGE in the "Summary" link of the Payment Voucher:

- Signed HESWAP Request for Payment and Statistical Report
- Signed DCA Monitor Inspection Report and HESWAP Monitor Inspection Form for failed units.
- Lead Clearance Exam for units to be reimbursed
- If FSR includes charges for Insurance and or Financial Audit, copies of paid invoices must be uploaded.

- General Ledger reflecting expenditures reported on the FSR
- Check Register reflecting payables on expenditures reported on the FSR.

2.3.5. Benchmark and or Other Reports

Optional interim reports can be requested by the OLIEC. The request for these reports does not relieve the Agency from its contractual obligation to submit required reports.

2.3.6. HESWAP and DCA SAGE Databases

Agencies are required to have executed all budget revisions and amendments on DCA SAGE prior to requesting budget updates on the HESWAP system. Agencies must ensure that budget balances on both DCA SAGE and HESWAP are reconciled monthly.

2.3.7. Final Report

A final report which demonstrates that all production has been completed and all funds have been expended must be submitted no later than 30 days following the final monthly period.

2.4 Grant Amendments/Revisions

As stated in the GENERAL TERMS AND CONDITIONS FOR ADMINISTERING A GRANT/LOAN, budget revisions and or amendments are permitted and must be requested by the Recipient and approved by the Department in writing when there is reason to believe a change will be necessary in the budget and/or agreement for any of the following reasons:

1. An increase or decrease in grant funding.
2. Direct and indirect budget line item transfers.
3. Budget category transfers.
4. Need to modify the period of availability of funds.
5. Changes in the project scope of services or objectives.
6. Changes in key personnel.
7. Need to sub grant, contract out or obtain the services of a third party to perform activities which are central to the purpose of the award.

The request including a justification must clearly indicate the activities and/or budget categories affected by the request for the proposed changes. Should the Department decide changes to the agreement are necessary, including any increase or decrease in the amount of compensation, a formal written amendment to the agreement will be executed between the Department and the Recipient. Once the amendment is executed, a copy must be attached to the original Grant/Loan Agreement.

3. Program Operations

3.1. Adequacy of Staff

Effective administration of the Lead-Safe Home Remediation Pilot Grant Program at the local implementation level requires considerable skill and knowledge in a wide variety of subject areas. There are numerous methods available to meet these needs.

Agency may maintain direct hire work crews (employees) or may hire sub-contractors to complete all or part of the grant activities.

Whatever methods are used, it is the responsibility of the Agency to ensure that sufficient expertise is available to operate the Lead-Safe Pilot Program effectively. The number of full-time staff required for effective implementation is proportional to the size of the individual program. OLIEC may provide cross-training opportunities to facilitate the skills development of all Lead-Safe Pilot Program personnel (State and Local Agency).

OLIEC encourages an ongoing program of staff development to expand the abilities of everyone involved with the program at all levels. Operational duties currently beyond the abilities of regular full-time staff should be delegated to others (through sub-contracting, job-sharing, etc.) while the missing expertise is developed.

3.2. Client File Contents and Standardize File Format

Agency must maintain clients' files that demonstrate eligibility, identified lead-safe remediation tactics, costs, final inspections, etc. All files presented to DCA State Monitors for review and approval must include documentation within every file for each client who receives lead-safe remediation services. Agency is required to certify that an Agency representative has viewed the file and can attest that all required documents are found within the file. The Client File Content and Compliance Checklist must be placed on the inside cover of the file for review by a DCA State Monitor. A DCA State Monitor will randomly pick 25% of the files for a full review. See Appendix for Client File Content and Compliance Check List.

Agency is required to maintain current information concerning the contents of a client, in a file folder that either has individual sections or place separation tabs to note the different sections for: INTAKE, FIELD PAPERWORK, and ADDITIONAL DOCUMENTS REQUIRED IN SPECIFIC CASES.

Agency must maintain adequate records for each individual or family served under its lead-safe remediation contracts. A separate client file must be maintained for each client who receives lead-safe remediation services. This file must always contain the following documents in ascending order (unless a specific exemption applies) and in the file section stated below. NJ Lead-Safe Pilot Program services issued forms can be found in the Appendix and are to be used by all participating Agencies, under each

Agency's own letterhead. **These documents, other than the areas for Agency letterhead, are not to be altered and are required in all client files when applicable.**

Section 1: Intake

This section must include documentation that will provide proof of eligibility and verification of income or categorical eligibility in accordance with Chapter 1 of this Policy Manual. Please refer to the Client File Content and Compliance Checklist found in the Appendix for required documents. The documents listed, required and found in the Appendix are inclusive of any additional documents deemed necessary or identified by the Agency.

Client application must be completed and verified with the Lead-Safe Pilot Program manager's (or the manager's designated agent's) signature. Eligibility will be calculated in the HESWAP database. Agency management must ensure that the data required to support priority status per Chapter 1 is properly entered into the database. If the file has been submitted to Program Integrity and Compliance Unit (PIC) formerly known as the Income Integrity Unit (IIU), copy of memorandum must be included.

Other listed documents are:

- ✓ Signed and Completed "Lead-Safe Pilot Program Application"
- ✓ "Right of Entry Permit and Release of Information Form"
- ✓ "Confirmation of Receipt of Lead Pamphlet"
- ✓ Proof of Income
- ✓ Proof of Residence at property
- ✓ For Lead Abatement Grants, an Order for Abatement from a Health Department is required.
- ✓ "Owner's Permission for Lead-Safe Remediation" Form
- ✓ "Landlord/Tenant Lead-Safe Remediation Agreement" Form
- ✓ Copies of social security cards for all household members
- ✓ Proof of Ownership (copy of mortgage deed, or rental agreement, or county tax record)
- ✓ State Historic Preservation Office Documentation (if applicable)
- ✓ Proof of No Tax Lien (if applicable)

Section 2: Field Paperwork

The documentation required in this section of the Client File must demonstrate lead-safe remediation process and or workflow. See Section 1.2 of this Chapter for the Lead-Safe Remediation Work Flow. These documents will include the following:

- ✓ Results of Initial Lead Test Swabs/Dust Sample
- ✓ Lead Inspection/Risk Assessment Report by DCA Certified Lead Evaluator
- ✓ Scope of Work
- ✓ Cost Estimation
- ✓ Contractor Bids/Quotes
- ✓ Lead Clearance Exam
- ✓ State Monitor's Inspection Reports

Section 3: Additional Documents Required in Specific Cases

- ✓ OLIEC Approval for Re-Work and Documentation of Prior Work
- ✓ If applicable, OLIEC Supervisor approval for exceeding Maximum Allowable Cost Per Unit Form.
- ✓ Services for Connected Applicant Documentation

3.3. Unresponsive Client Exception

If the client is unresponsive to legitimate requests to visit the home in order to perform an Agency and or DCA final inspection, the Agency must document the number of attempts made with dates of attempts (minimum of three phone calls required). The final procedure for attempting to contact the client would be in a letter format requesting client's response within 7 business days, sent via certified mail. The copy of the certified mail receipt must be retained in the file. If the client is still unresponsive the final inspection may be waived upon State Monitor review and acknowledgement that process mentioned above was followed.

3.4. No Show/No Entry Fee Policy

In the "Right of Entry (ROE) Permit and Release of Information" (Chapter 1 Form), there is a section on No Show/No Entry Fees on page 2. The Agency should decide on the appropriate fee amount in instances where there is a No Show/No Entry. Please note that this No Show/No Entry Fee only applies when the procured DCA certified Lead Evaluator is scheduled to conduct the Lead Evaluation of the property. This fee would not apply to scheduled technicians for initial dust wipe sampling.

3.5. Records Retention

Agencies must retain records for 3 years on site and 7 years in storage after submitting the final expenditure report. Records must be maintained until completion of action on all litigation, claims, negotiations, or audits. For property and equipment, the retention period starts upon disposition of the property/equipment. (10 CFR 600.153 and NJ Records Retention Schedule)

3.6. Deferral Policy

Agency must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in the Lead-Safe Remediation Pilot Grant Program or other available grantee and Agency funds. Major building rehabilitation and hazard (other than lead) remediation work are beyond the scope of the program. Units must be deferred if necessary corrective work is beyond the scope of the program.

Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project. The "**Deferral Notification Form**" can be found in the Appendix must include reason(s) for deferral, any testing results, and appeal rights. Agencies are expected to make reasonable efforts on behalf of their

clients to find alternative assistance when Lead-Safe Pilot Program funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential Agencies with funding designed to address the specific issue which precludes a client from participating.

Additional considerations that may lead to deferral shall include other good cause which includes any condition which may endanger the health and/or safety of the occupant, work crew, or subcontractor as determined by the DCA at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding).

Housing that is substandard, or has health and safety issues that require a capital intensive investment is beyond the scope of the Lead-Safe Pilot Program. While this policy does not cover every scenario that may be encountered, it includes the most common issues that Agencies must address when making a decision to defer a unit.

Structural Deficiencies, includes but is not limited to the following: Foundation is compromised or roof deficiencies exceed minor repairs.

Health Hazards, includes but is not limited to the following: Sewage problems, lack of plumbing, insect or rodent infestation, asbestos flaking and severe moisture problems.

Safety/Code Violations: Faulty electrical wiring or other issues documented by a local code inspector or public utility technician.

Uncooperative Clients: The client is uncooperative, abusive or threatening to the crew, subcontractors, auditors, inspectors or others who must work on or visit the home.

3.7. Re-Work

The Agency must ensure to have obtained an approval on the “**Rework Approval Form**” prior to undertaking a Re-Work project. Re-work is allowed under the circumstances that lead-safe remediation has been done to a property via the Lead-Safe Home Remediation Pilot Grant Program, and has been cleared and determined to be lead-safe, but during the follow up lead dust wipe sampling, the dust wipe samples have positive readings of lead. The Agency must have the DCA Certified Lead Evaluator conduct another Lead Risk Assessment of the property and the Agency must address those risk areas that are identified on the Lead Risk Assessment Report. If the Lead Risk Assessment is completed and there are no lead risk factors (i.e. no chipping/peeling paint), the Agency can conduct extensive cleaning with HEPA vacuum to remove the lead dust.

After the cleaning and/or the rework has been completed, the lead evaluator shall conduct a lead clearance exam.

3.8. Average Cost per Unit

The average cost per unit is \$12,000 per unit. This cost excludes administrative expense, grants for lead abatement, liability insurance, and financial audit.

3.9. Exceeding Maximum Allowable Cost per Unit

The Agency is responsible for tracking and ensuring that the program average costs are maintained. Any job with a total cost exceeding \$12,000 must be approved by the OLIEC Supervisor by submitting the “**Approval Form to Exceed Maximum Allowable Cost per Unit**”.

Procedure:

Approval form along with documents listed on the form must be submitted to the assigned State Monitor along with client file. State Monitor will be required to review client file for client eligibility and conduct a visual inspection of the unit. State Monitor will sign the “Approval Form to Exceed Maximum Allowable Cost per Unit” under Reviewed By, and provide the form and all supporting documentation to OLIEC for OLIEC approval.

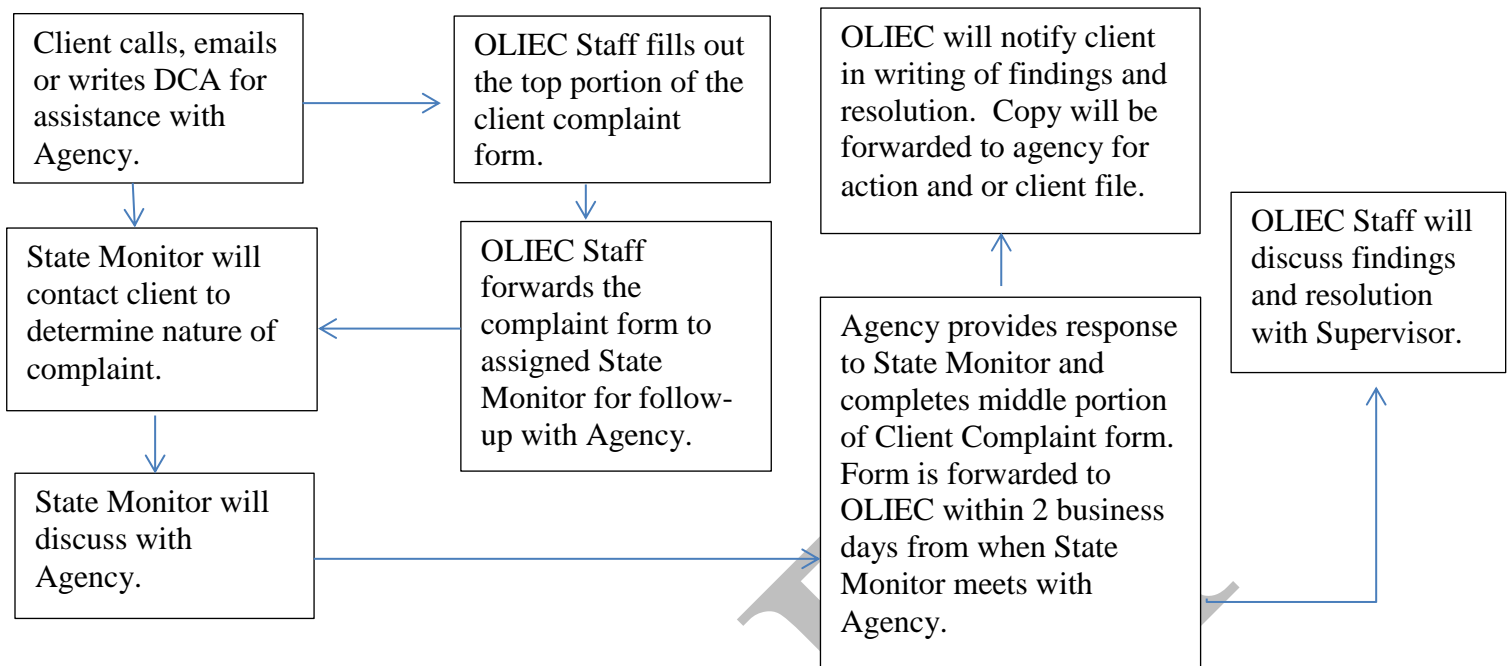
The Approval Form to “**Exceed Maximum Allowable Cost per Unit**” can be found in the Appendix under Chapter 3

3.10. Appeals Process

If a unit cannot be provided lead-safe remediation, the applicant must be notified in writing and given the option to reapply if the problem is corrected. The applicant may appeal the decision with the OLIEC. OLIEC will review the situation and advise the Agency and the applicant of the findings. If the deficiencies are corrected and the applicant re-applies, the Agency will provide services as soon as possible, i.e., the client is not placed on waiting list.

3.11. Client Compliant Process

Agencies must ensure that applicants are advised of their internal Compliant Process that will allow applicants to file formal complaints when necessary. Complaints can be filed with OLIEC when Agencies are unable to resolve the matter with clients. Complaints filed with OLIEC by applicants/clients will follow the process charted below:



3.12. Local Lead-Safe Pilot Program Closure Procedures

The following steps must be followed if the Agency is to close due to internal Agency decision or defunding decision by DCA:

1. Agency must officially, in writing, notify DCA of the Board's decision to close the Lead-Safe Pilot Program.
2. Any advances not accounted for must be returned to DCA. Check must be made payable to the Treasurer, State of New Jersey within 10 business days of notifying DCA of program closure.
3. If there is an available balance remaining in grant(s), Agency will process amendments on SAGE for closeout.
4. OLIEC will reconcile HESWAP and SAGE to ensure all funds are accounted for.
5. Agency must maintain clients in storage for a period of 7 years after the program end date. After seven years, the files can be destroyed.
8. Any open or not processed, client applications must be transferred to Lead-Safe Pilot Program Agency in the target area. If there are applications that are pending but not reflected in HESWAP, then those applications must be sent to OLIEC.

3.13. Temporary Relocation

The Lead-Safe Home Remediation Pilot Grant Program is a State funded program, and thus must follow State regulations regarding temporary relocation set forth at N.J.A.C 5:11-3.4 "Temporary Relocation".

NJAC 5:11 defines temporary relocation as “when a lawful tenant is required to move from a dwelling that is undergoing rehabilitation and, upon completion of the rehabilitation, may return”. Under NJAC 5:11-3.4, the Agency must ensure that the client is able to return to the dwelling unit within and not to exceed 12 months. There is no monetary maximum for temporary relocation expenses but Agencies must document in the client file that the most cost reasonable temporary housing was selected after soliciting quotes from local hotel/motel establishments.

There are two processes that Agencies can choose from regarding temporarily relocating the occupants of the unit in the event that occupants are required to temporarily relocate due to the work scope. Those two processes are the Stipend/Compensation Process and the Physical Relocation Process.

3.13.1. Stipend/Compensation Process

In this Stipend/Compensation Process, the Agency must determine how much the household will be compensated to provide their own means of relocation and meals during the work period, based on the Federal Per Diem Rates. In this process, the Agency will be directly compensating the household(s) to stay with family, friends, or find other means of temporary housing during the lead remediation/lead abatement process. The stipend/compensation that the households are provided are for both temporary relocation per diem and the stipend for meals.

The Agency is to utilize the General Service Administration’s (GSA) Federal Per Diem Rates for the applicant’s municipality. This can be found at the following link: <https://www.gsa.gov/perdiem>

3.13.2. Physical Relocation Process

The Physical Relocation Process requires that the Agency provides temporary descent, safe, and sanitary (DSS) accommodations for the household(s). In addition to the Agency providing DSS accommodations for the household, the Agency must also provide a stipend for meals that are not already provided by the DSS accommodation per household member. For example, if the DSS temporary housing provided does provide free breakfast, then the compensation per household member would only reflect lunch and dinner. The compensation for meals must follow the Federal GSA Per Diem Rates, which can be found at <https://www.gsa.gov/perdiem>. The Agency must utilize the correct per diem rate for the specific municipality. The per diem for meals is reflected as Meal and Incidental Expenses (M&IE), which shows a dollar amount. The M&IE is the cap dollar amount for meals per day. Because the M&IE ranges from \$51 to \$74 per

day, the designated amount for the specific municipality must be used. Those breakdowns of breakfast, lunch, dinner and incidentals can be found at <https://gsa.gov/portal/content/101518>

3.14. Resident Protection and Worksite Preparation

Many forms of paint-disturbing work, including renovation, maintenance, and rehabilitation, as well as lead hazard controls, generate varying amounts of lead dust, paint chips, and other lead-contaminated materials. The Agency must ensure that while lead remediation work is performed on unit that the resident protection and worksite preparation guidelines are followed. The *HUD Guidelines for Evaluation and Control of Lead-Based Paint Hazards in Housing (2012 Edition)*, “Chapter 8 Resident Protection and Worksite Preparation” details the preparation measures that a lead remediation contractor or Agency crew should take in order to protect the residents of the unit. Not only do these protects help protect the residents, but it also protects the resident’s belongings and expedites the clean-up process after completion of work.

The following hyperlink will direct the Agency to the guidelines:

- [HUD Guidelines for Evaluation and Control of Lead-Based Paint Hazards in Housing \(2012 Edition\), “Chapter 8 Resident Protection and Worksite Preparation”](#)

3.15. Disposal of Lead Waste

Agencies are to follow guidelines from the EPA regarding the disposal of the garbage/lead waste that is generated by the contractors while conducting lead remediation work. As per the EPA guidance, it states that “EPA’s policy statement allows contractor-generated LBP waste to be disposed of as household waste”.

The following hyperlink will direct the Agencies to the guidance:

- [Regulatory Status of Waste Generated by Contractors and Residents from Lead-Based Paint Activities Conducted in Households \(August 2000\)](#)

3.16. HESWAP

3.16.1. Additional Measures

Any request to add a lead-safe remediation measure in HESWAP must be submitted in writing to DCA with the approval of your assigned State Monitor.

3.16.2. Training Requests

Lead-Safe Pilot Agencies seeking training on HESWAP must complete the HESWAP Training Request form located on Lead-Safe Remediation Pilot Program webpage.

3.16.3. Duplicate Client from WAP

If a client has applied and/or received assistance from WAP, the Lead-Safe Pilot Agency is required to request that DCA unlock the duplicated client prior to building the client file in HESWAP.

The Lead-Safe Pilot Agency should first enter the client in HESWAP with all of the information in the “Client Information Page”. Once the Lead-Safe Pilot Agency attempts to proceed to the next page, a message will appear notifying the Lead-Safe Pilot Agency that this client is a duplicate. The Lead-Safe Pilot Agency must click “Ok”. Once the Lead-Safe Pilot Agency clicks “Ok”, an email should be sent to the LeadSafeProgram@dca.nj.gov with the client ID, client name, and address to request that this duplicate client be unlocked. DCA will unlock the client for the Agency and the Agency can continue to enter the information in HESWAP.

3.16.4. Expired Client

If a client has not been served within a calendar year, HESWAP will automatically lock the record requiring recertification of the client record. Lead-Safe Pilot Agency must update the certification field on the Client Information Screen to reflect the new recertification date.