

Introductions

- * Sheri Malnak, Assistant Division Director
- * Bhanu Jayarangan, Program Manager
- * Program Specialists
 - * Jennifer Barrientos
 - * Chrishelle Marshall
 - * Kevin Virgen
- * DCA State Field Monitors
 - * Claudia Rendon
 - * Temporary Help from Weatherization Monitors

Grants Award Technical Assistance Session

Lead Remediation and Abatement Grant Program (LRAP)

Program Specialists Role

- * Oversees day to day activities of SAGE Grants
- * Provide Support and Training and Technical Assistance to Agencies
- * Reviews Financial Status Reports (FSR), Grant Revisions, Grant Amendments
- * Provides HESWAP and CRM Online Application Support

State Monitors Role

- * State Monitor Agency Assignments
- * Provide Support and Training and Technical Assistance to Agencies
- * File Review of Eligible Clients
- * Inspection of Unit Production
- * Attend RFQ

Grantee Introductions

Program Operations and Management

Grant Term

- * Grant Term

- * July 1, 2024 – December 31, 2026

Benchmarks

* Benchmarks

| <u>Date</u> | <u>Percentage as Completed Units</u> |
|----------------------------|--------------------------------------|
| 6 months from grant award | 10% |
| 12 months from grant award | 25% |
| 18 months from grant award | 50% |
| 24 months from grant award | 75% |
| 30 months from grant award | 100 % |

Estimated Benchmarks *

Required Meetings

- * Monthly Lead Assistance Programs Managers' Meeting
- * Other Meetings on a Requested Basis

Reporting

- * Weekly Unit Production Reporting
- * Minimum Quarterly FSR Reporting
- * Contractor Wage Reporting
- * Other Reports of Information as Requested

Prevailing Wage Alternative Reporting

- * In lieu of implementing New Jersey State Prevailing Wage, LRAP grantees are required to collect information from contractors and their employees and subcontractors to report wages.
- * General information about Alternative Wage Reporting can be found [here](#).

SAGE

- * The System for Administering Grants Electronically (SAGE) is used by DCA to accept and approve grant applications and manage executed grants.
- * Grantees can complete the following in SAGE:
 - * Request cash advances
 - * Submit FSRs
 - * Submit grant revisions & amendments
 - * Submit Contractor Wage Reporting (pending configuration)

CRM: Application Portal

- * Online Application Submission: All LRAP applications are to be submitted through the portal.
- * Applications submitted from generically are allocated
- * Agencies can review, process, approve, or deny applications, and communicate directly with the applicants by leaving notes and updates.
- * Once applications are approved, applications can be transferred into HESWAP for unit production.

HESWAP

- * Hancock Energy System for Weatherization Assistance Program (HESWAP)
- * Program utilized for day-to-day activities (client application input, production workflow, etc.)
- * Jobs are built and invoiced within HESWAP. Then documentation is transferred to SAGE for payment requesting.

Advance Payment

- * New Advance Payment Policy
 - * 90% Advance payment total in three parts
 - * Part 1 of 30% of Grant Award Amount
 - * Once spent, Part 2 of 30 % can be processed
 - * Once part 2 is spent a final 30% advance can be processed
 - * **Must be requested and processed in SAGE**
 - * **Advance money should be in held in non-interest-bearing accounts.**

| Grant Amount: | \$2,000,000.00 |
|---------------|----------------|
| Advance 1 | \$600,000.00 |
| Advance 2 | \$600,000.00 |
| Advance 3 | \$600,000.00 |

Fiscal Status Report (FSR)

- * When submitting an FSR, grantees are required to upload the following 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.
 - * Copies of all Invoices for the expenditures reported on the FSR.
 - * General Ledger reflecting expenditures reported on the FSR.
 - * Check Register reflecting payables on expenditures reported on the FSR
- * **FSRs must be submitted on DCA SAGE within 15 business days of receipt of the signed State Monitor's Final Inspection Report.**

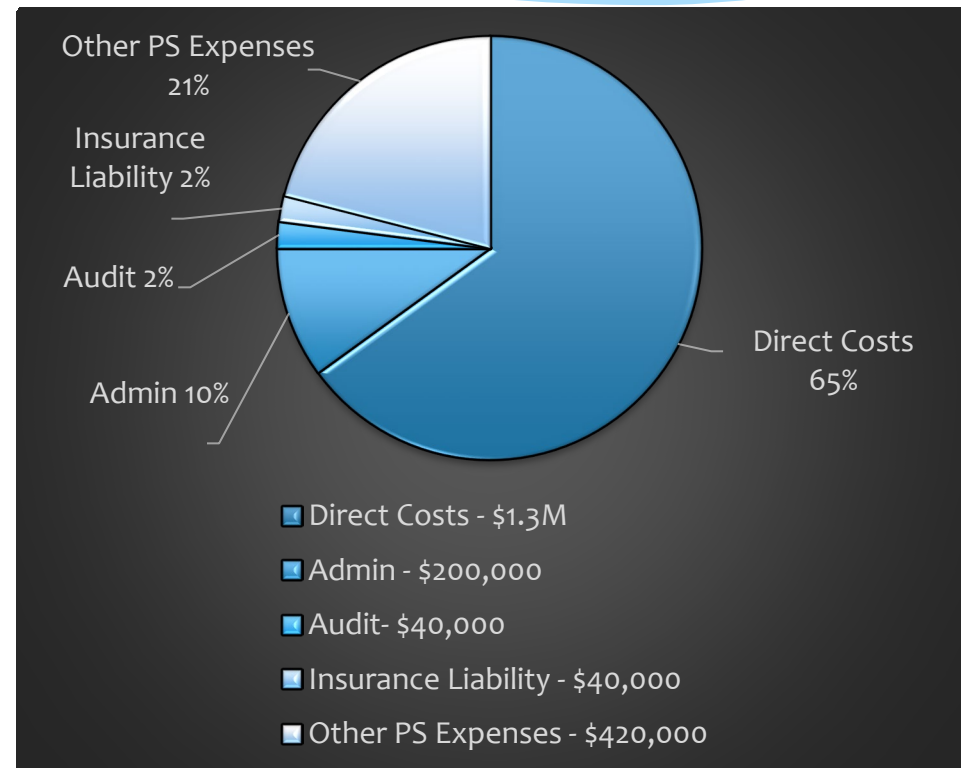
FSR- Payments on SAGE

- * Lead Assistance Programs are Reimbursement Programs
 - * Agencies need to incur expenses reflected in FSR prior to submission
- * Minimum FSR submission should be Quarterly on System for Administering Grants Electronically (SAGE)
 - * Agencies can submit FSRs for program support expenses- including salaries, marketing, office, supplies, audits, and insurance without needing to report unit production

Budget Overview

Budget Allocation

- * 65% Direct costs (unit costs)
 - * Lead measures
 - * Contractor labor
 - * Client relocation (Meals and Lodging)
- * 35% Indirect costs (Program support)
 - * Administrative costs (capped at 10%)
 - * Audit costs (capped at 2%)
 - * Liability Insurance (capped at 2%)
 - * Other program support related expenses: Salaries/wages, fringe benefits, travel, marketing/advertisement, office supplies, postage, telephone, space etc.



Budget Overview (cont'd)

Sample Budget w/ Production Goal

| Lead Remediation and Abatement Program FY2023 | | | | |
|---|-----------------|---------------------|----------------|--------------|
| Sample Budget | | | | |
| ADM - Personnel: Salaries/Wages | \$ 110,000.00 | Heswap Budget Lines | Remediation | Abatement |
| ADM - Personnel: Fringe Benefits | \$ 50,000.00 | Admin | \$ 200,000.00 | |
| ADM - Personnel: Travel | \$ 40,000.00 | Program support | \$ 420,000.00 | |
| PROGRAM - Personnel: Salaries/ Wages | \$ 257,500.00 | Insurance | \$ 40,000.00 | |
| PROGRAM - Personnel: Fringe Benefits | \$ 30,000.00 | Materials | \$ 650,000.00 | \$650,000.00 |
| PROGRAM - Personnel: Travel | \$ 25,000.00 | Audit | \$ 40,000.00 | |
| PROGRAM - Operating Cost: Space | \$ 50,000.00 | Total | \$1,350,000.00 | \$650,000.00 |
| PROGRAM - Operating Cost: Lead Remediation and Reduction Measures | \$ 600,000.00 | Grant Total: | \$ | 2,000,000.00 |
| PROGRAM - Operating Cost: Lead Abatement Measures | \$ 600,000.00 | | | |
| PROGRAM - Operating Cost: Consumables-Lead Swab Tests | \$ 2,000.00 | Grant Caps | Percentage | |
| PROGRAM - Operating Cost: Telephone | \$ 10,000.00 | Admin | 10% | |
| PROGRAM - Operating Cost: Postage | \$ 500.00 | Liability Insurance | 2% | |
| PROGRAM - Operating Cost: Office Supplies | \$ 25,000.00 | Audit | 2% | |
| PROGRAM - Operating Cost: Marketing & Advertisement | \$ 20,000.00 | | | |
| PROGRAM - Operating Cost: Liability Insurance | \$ 40,000.00 | Production Goal | | |
| PROGRAM - Purchased Services: Audit | \$ 40,000.00 | Remediation | 50 | |
| PROGRAM - Assistance to Client: Relocation Activities | \$ 50,000.00 | Abatement | 26 | |
| PROGRAM-Assistance to Client:Relocation Activities Lead Abatement | \$ 50,000.00 | | | |
| Grand Total | \$ 2,000,000.00 | | | |

Sage to HESWAP Budget Conversion

| Budget %'s | Budget Categories in SAGE | Budget Categories consolidated in HESWAP | Budget Lines location in HESWAP |
|---------------------|--|--|--|
| Admin 35% | ADM - PERSONNEL: SALARIES/WAGES | Admin | Enter in HESWAP under Grant name and year |
| | ADM - PERSONNEL: FRINGE BENEFITS | | |
| | ADM - PERSONNEL: TRAVEL | | |
| | OPERATING COST: LIABILITY INSURANCE | | |
| | PURCHASED SERVICES: AUDIT | | |
| Program support 65% | PROGRAM - PERSONNEL: SALARIES/WAGES | Insurance | |
| | PROGRAM - PERSONNEL: FRINGE BENEFITS | Audit | |
| | PROGRAM - PERSONNEL: TRAVEL | | |
| | OPERATING COST: SPACE | | |
| | OPERATING COST: TELEPHONE & INTERNET | Program Support-Rem | |
| | OPERATING COST: POSTAGE | Materials Remediation | |
| | OPERATING COST: OFFICE SUPPLIES | | |
| | OPERATING COST: MARKETING, ADVERTISEMENT, & OUTREACH | | |
| | OPERATING COST: LEAD REMEDIATION & REDUCTION MEASURES | Materials-Abatement | Enter in HESWAP under grant Name and year (Abatement)* |
| | OPERATING COST: CONSUMABLES-LEAD SWAB TESTS | | |
| | OPERATING COST: CONTRACTOR LABOR | | |
| | ASSISTANCE TO CLIENT: RELOCATION ACTIVITIES (Lead Remediation) | | |
| | OPERATING COST: LEAD ABATEMENT MEASURES | | |
| | ASSISTANCE TO CLIENT: RELOCATION ACTIVITIES (Lead Abatement) | | |

SAGE Amendments and Revisions

- * Revisions - are budget modifications done to move funds from one category to another to address program needs, or extension on grant end term.
- * Amendments – are required when there is a change in # of units, change of service area (can include a budget modification), or increase/decrease of grant award.

Program Structure

Overview

- * Program Implementation Process Map
 - * (Refer to Process Map)
- * Low to Moderate Income Occupants
- * Pre 1978 properties with no more than 10 units on property
- * Presence of lead-based paint hazards.

- * EPA RRP Certified Contractors (Remediation)
- * List of DCA Certified Lead Contractors (Abatement Only)

Remediations v. Abatements

- * Remediations are meant to manage lead hazards through interim controls such as wet scrape and paint. Remediations can utilize abatement tactics. (ACPU \$13,000)
- * Abatements are triggered when 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. Activities include remove & replacement, encapsulation and complete removal of lead containing components. (ACPU \$25,000)

Statewide Coordination of Lead Services

- * Through the Statewide Outreach and Coordination grant, agencies may coordinate with Isles to have LIRA's and Clearances completed.
- * Isles' grant covers expenses for Lead Inspection Risk Assessments (LIRA's) and Lead Clearances (**up to 2 clearances).
- * If municipalities have a designated lead inspector/risk assessor on staff, they are to prioritize conducting their own LIRA's and clearances. Municipalities also have the option to utilize the Statewide Pool of Lead Evaluators managed by Isles.

Procurement

- * Requests for Qualification (RFQ): An RFQ is used to select a pool of qualified contractors. Once the pool of contractors has been selected, contractors can be selected for a lead remediation or abatement job through one of the following methods:
 - * Mini-Bids: A mini bid process consists of inviting the pool of qualified contractors to submit bids for specific projects. The bids are evaluated, and the contract is awarded to the lowest responsible bidder.
 - * Round-Robin: The Round Robin process rotates work among the pool of qualified contractors selected through the RFQ. Contractors are selected for a contract/job in a rotational manner without requiring competitive bidding. Agencies using the Round Robin process, have to ensure the selected pool of contractors agree to a standard pricing for services provided at the time of qualification.
- * Requests for Proposal (RFP): An RFP is used to select a single contractor to provide lead remediation and abatement services.

Policies and Procedures

- * Lead Assistance Programs Chapter 1

- ☐ Covers Application Intake to Client Eligibility

- * Lead Assistance Programs Chapter 2

- ☐ Covers Procurement

- * Lead Assistance Programs Chapter 3

- ☐ Covers Program Operations

- * Lead Assistance Programs Chapter 4

- ☐ Covers step by Step all Aspects of HESWAP

- ❖ **Policies and Procedures Chapters are currently being updated and will be released in the upcoming weeks.**

* Policies and Chapters are currently being updated to reflect policy updates*

Questions?

- * Questions should be emailed to Assigned Program Specialist and State Monitor

| Staff | Email |
|---------------------|--|
| Bhanu Jayarangan | Bhanu.Jayarangan@dca.nj.gov |
| Jennifer Barrientos | Jennifer.Barrientos@dca.nj.gov |
| Chrishelle Marshall | Chrishelle.Marshall@dca.nj.gov |
| Kevin Virgen | Kevin.Virgen@dca.nj.gov |
| Claudia Rendon | Claudia.Rendon@dca.nj.gov |
| Luis Ruiz Roncal | Luis.Ruiz-Roncal@dca.nj.gov |