COMMONWEALTH OF VIRGINIA

Lead Hazard Reduction Program

Subrecipient Application

**Serving the Commonwealth of Virginia with the exception of the
City of Richmond, City of Roanoke, and Chesterfield County**

Guidelines and Instructions

Please read through this document before attempting to complete the application

For questions, please contact Susan Hill at susan.hill@dhcd.virginia.gov

Introduction

The Virginia Department of Housing and Community Development (DHCD) is the direct grantee for the U.S. Department of Housing and Urban Development's (HUD) Office of Lead Hazard Control and Healthy Homes. The Virginia Lead Hazard Reduction Program (LHR) is the newly created program based on this award. This $5.6 million grant is designed to reduce lead poisoning in children age 5 and under by stabilizing lead-based paint hazards found in single and multifamily family homes built in Virginia (statewide, with aforementioned exclusions) prior to 1978. The anticipated start date is July 1, 2020, and the program will run until at least June 2023.

Through the LHR Program, a minimum of 225 homes will be targeted, and all will receive a lead inspection/risk assessment. Homes testing positive for the presence of lead-based paint will undergo a lead abatement and/or interim controls to remove the hazards. Of the 225 homes, an anticipated 85 will receive Healthy Homes Supplemental Funding, addressing hazards identified in HUD's 29-point healthy homes assessment.

The work and services for the LHR Program will be subject to HUD terms and conditions and any other applicable terms, conditions, and specifications.

Purpose

The purpose of this process is to select eligible subrecipients capable of LHR program delivery. DHCD will evaluate the current resources and capabilities that exist among service providers and determine their capacity to participate in the program. Entities eligible to apply include housing authorities, localities, nonprofit organizations, and planning district commissions.

The LHR program will offer project funding through a performance pool and will not issue specific grant amounts to subrecipients. Subrecipients will not be under contract to produce a certain number of units. Satisfactory performance will be a prerequisite for consideration for continued funding.

Eligible Activities

Applicants may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with DHCD.

Eligible activities are detailed in the LHR Operations Manual available on the DHCD website. The list below outlines the allowable budget categories. There is no administration allowance permitted for this grant. Subrecipients may elect to include Healthy Homes Supplemental Funding on its LHR-funded jobs. The below table includes those funding allowances.

Budget categories per project:

Lead Hazard Control Activities	Allowance
Lead Inspection/Risk Assessment	$1,175.00
Temporary relocation and pod rental	$1,725.00
Lead control work	$12,000.00
Clearance testing	$440.00
Program delivery*	$1,400.00
Healthy Homes Supplemental**	
Healthy home inspection	$500.00
Work plan development	$500.00

Home hazard remediation	$4,750.00
Final inspection	$250.00
TOTAL (Lead + Healthy Homes)	**$22,740.00**

*Program delivery categories (billable by hourly rate):
Client identification and intake
Coordination of lead risk assessment and workscope planning
Selection of subcontractor to perform lead abatement/hazard control work
Coordination of implementation of lead abatement/hazard control work
Coordination with client for their 10-day temporary relocation while work is completed
Scheduling of clearance testing and final assessment
Completion of all reporting requirements to DHCD, including Tier 2 Environmental Review, Historic Preservation requirement, quarterly reports, and monitoring

** Healthy Homes Supplemental
The application of healthy homes supplemental funding is an optional add-on to LHR jobs that are not braided with ARS, IPR, or CDBG.

Performance Agreement Term

The successful applicant(s) will enter into a legal agreement with DHCD, for services to be performed through June 2023.

At the discretion of DHCD, the legal agreement is subject to ongoing consideration contingent upon:

♦ Funding availability
♦ Subrecipient performance
♦ Subrecipient's good standing with DHCD, including timely submission of financial documentation
♦ Submission of financial audit
♦ Subrecipient's timely ability to complete projects
♦ Subrecipient's clearance of all findings or work toward clearing findings in a manner agreed to by DHCD
♦ Subrecipient's acquisition of proper tools and equipment necessary to perform the scope of work
♦ Subrecipient's quality of work meets or exceeds HUD technical standards

In the event that during the legal agreement term a subrecipient is not deemed qualified to administer the Program due to contractual non-compliance, DHCD may elect to prohibit participation in the performance pool.

All payments by DHCD shall be made on an actual reimbursement basis.

Application Submission

Timeline for Applicant Selection

The following includes important dates for the application review. Applications will be reviewed on a rolling basis. The deadline is June 30, 2020, and applications will also be reviewed periodically thereafter.

Date	Activity
June 4, 2020	Application released
June 11, 2020	Webinar on program overview (1:00pm-2:00pm)
June 25, 2020	Webinar on program overview (1:00pm-2:00pm)
June 30, 2020	Deadline for receipt of applications
July 1, 2020	Program delivery begins

Webinar Information:
Thursday, June 11th and Thursday, June 25th
1:00pm – 2:00pm

Join with Google Meet:
https://meet.google.com/zvn-dwom-ykv

Or call-in: 347-396-1464
PIN: 197 225 117#

Application Submission Format

The application for LHR Program subrecipients must be submitted by an eligible applicant through DHCD's **Centralized Application and Management System (CAMS).** Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed "as is."

An applicant organization must have a registered CAMS organizational profile in order to apply for this funding through this process. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

Applicants may submit their application at any time prior to the deadline. **All applications must be submitted in CAMS prior to 11:59 PM** on June 30, 2020. Please note that DHCD staff and the Help Desk are only available for technical assistance during normal business hours and will not be available after 4:30 PM.

IMPORTANT: CAMS will send the applicant an email notification when an application has been submitted and received. If a confirmation email is not received, the application has not transmitted properly. If it is not received by the deadline, it will not be reviewed.

Questions and Answers

Questions pertaining to this application must be submitted to DHCD in writing via email to **susan.hill@dhcd.virginia.gov** .

Questions pertaining to the CAMS system and technical issues with the application should be addressed to the CAMS Help Desk. Contact information is provided in the system.

Logging into CAMS

The applicant must log in to CAMS and select Lead Hazard Reduction 2020 - 2023 to apply. When the applicant clicks on Apply the system will ask for a Project Name. **The applicant should enter the name of the agency as the project name.** Once the applicant clicks Continue the project name

cannot be edited. At this point CAMS will give the application a system-generated <u>Application ID</u> number.
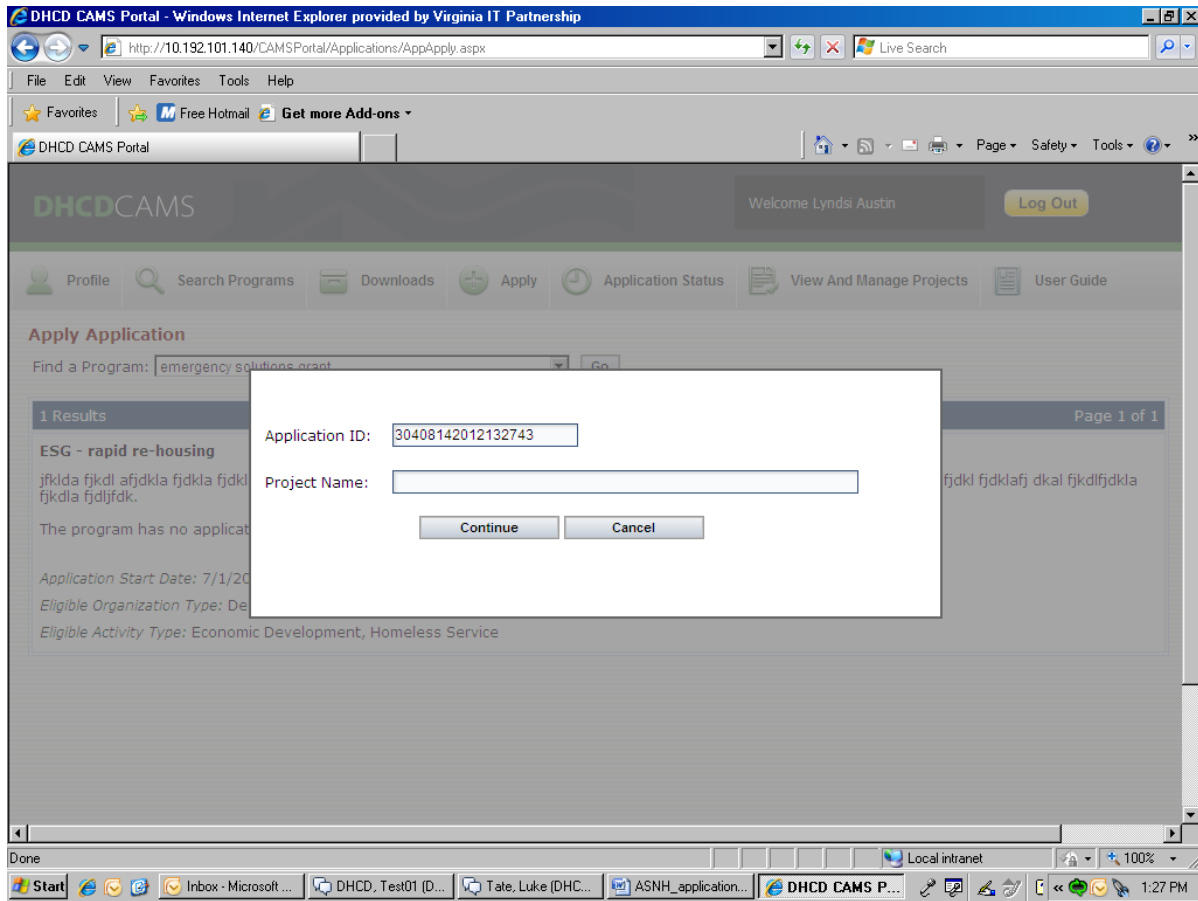
Select <u>Continue</u> and CAMS will take the applicant to the <u>Project Information</u> tab. On the project information tab the <u>Organization Name</u> will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the <u>Project Primary Contact</u> information. This is the name of the individual DHCD should contact with questions about the LHR Program subrecipient application and their contact information.

For <u>Place of Primary Performance,</u> enter the primary office location of the applicant.

IMPORTANT: The **Primary Service Area** is the locality (or localities) that the applicant proposes to serve as a LHR program provider.   Selections will display underneath the headings. It is not necessary to select a town that lies within a county; however, independent cities should be selected. Be sure to select all the areas your agency proposes to serve.

Please note that at this point the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

Helpful Tip: To print an application that will display all the questions simply go into the "Narrative Information" tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.

Project Budget

Because projects are to be completed on a first-come, first-serve basis, and specific grant amounts will not be distributed, a project budget is not necessary at this time. Applicants understand the budget categories and allowances they are working within.

Narrative Information

The applicant will then be advanced to the narrative questions. Please note there are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to check spelling and the size of the text prior to copying and saving in the text box. Once the narrative information is complete, applicants should print the questions by clicking the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

Please note that CAMS text box in this section will only accommodate text responses. Graphic, tables, charts will appear as text only. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

The following will require narrative responses in the CAMS application:

- Detail the types of lead-based paint credentials your staff, or contractors you plan on working with, currently hold:
  - Renovation, Repair, Painting
  - Lead Worker
  - Lead Inspector/Risk Assessor

- o   Lead Supervisor
- o   Other

- Describe your experience with lead hazard reduction, including interim controls and abatement. Please include experience working with private lead abatement contracting companies.

- Describe your experience with housing rehab projects and if you have a rehab specialist on staff.

- Please list which cities and/or counties you would be willing to serve.

- The Lead Hazard Reduction Program will offer free training for various lead-based paint credentials. Please indicate what certifications you would like training in and how many individuals you would like trained in each. (Options: RRP, Lead Worker, Lead Inspector/Risk Assessor, and Supervisor).

- Detail how you will incorporate this program into your current workload and program offerings. Will additional staff or resources be required?

- Describe your current client pipeline and ability to generate eligible clients for the program. What outreach efforts will you implement? Please note, DHCD will provide marketing materials and some referrals for the program.

- How many units do you anticipate serving on an annual basis? How quickly do you anticipate completing the first one? Please describe your start-up process.

- Healthy Homes Supplemental Funding is available for some projects using Lead Hazard Reduction funds. Describe your understanding of and experience in healthy homes.

Attachments

There are a number of attachments required for this application. All attachments are listed on the attachments tab and do not require DHCD templates. The applicant will simply upload an electronic version of the document under the appropriate attachment.

Please see the **CAMS User Guide** for more detailed instructions (file types and size limits).
Required attachments include the following:

Application Attachments	
Name of Attachment	*Requirement*
Organizational chart	
Key staff involved in LHR program delivery	
Single Audit	Attach if not already submitted in CAMS
Proof of Good Standing	Issued by State Corporation Commission Office of the Clerk for incorporated non-profit agencies
Technical Training and Certifications	DPOR-issued certifications for lead-based paint disciplines

Agency Procurement Policy	

Additional Information

The Additional Information tab allows the applicant to attach additional information not previously requested in the other sections of the application or limited by size restrictions.

Application Status

Applicants may allow multiple users to edit and review application materials. Please note that applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is **saved** in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. **Once the application is submitted the status will change from Incomplete to Pending.**

DHCD Review Process

DHCD will conduct a panel review of all applications submitted through CAMS. Applications will be scored on a scale from 1 to 100 based on the criteria outlined below. Applicants must score a minimum of 70 points to be considered for funding.

DHCD may negotiate with an applicant on the conditions of the agreement. DHCD does not guarantee and is not obligated to award the applicant's request.

Scoring Criteria

Criteria	Maximum Score
COMPLIANCE: Compliance with requirements of this RFP.	10
CAPACITY: An assessment of the Respondent's capacity to deliver the indicated service in accordance with the specifications set out in the RFP through the following indicators: • Assigned personnel • Organizational structure • Demonstrated adequate staffing • Demonstrated qualification	30
READINESS: • Ability to perform program operations in the designated service area(s) • Readiness to commence work upon execution of the service provider contract	30
EXPERIENCE: Experience of the Respondent administering similar programs	15
PAST PERFORMANCE WITH DHCD: • History of complying with guidelines and regulations • Quality of work performed and services provided.	15
Total Maximum Points	**100**

Protest

Any applicant who is aggrieved in connection with this application or the notification of preliminary selection to this application may protest to the DHCD. A protest must be based on an allegation of a failure to adhere to the evaluation process as designated in the application guidelines. The protest must be emailed and mailed, addressed to the following:

Amanda Healy
Associate Director of Community Development
DHCD
600 East Main St, Suite 300
Richmond VA 23219
amanda.healy@dhcd.virginia.gov

The protest must be sent to DHCD within ten (10) calendar days after the notice of award. Upon the timely filing of a protest, DHCD shall give notice of the protest to all applicants who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The applicants receiving notice may file responses to the protest within seven (7) calendar days of notice of protest.

The Deputy Director of Community Development shall make a final determination regarding the disposition of the protest. A proposal will be deemed ineligible if the applicant or any person or entity acting on behalf of applicant attempts to influence staff during any portion of the application review process, or does not follow the prescribed application and protest process.

Application Revisions, Supplements, and Cancellation

Should revisions or additional information be necessary to clarify any provision of this application, the revision or additional information will be provided via the DHCD website.

DHCD may cancel this application at any time for any reason and may reject any or all applications which are not responsive. In addition, applicants may also cancel their proposal at any time during the application process.

DHCD, in accordance with standard practice, reserves the right to the following:
1) Reject any and all proposals that fail to meet the provisions of the request for proposal;
2) Rebid a selected service area, requesting new applications from qualified parties;
3) Waive or modify minor irregularities in proposals received;
4) Negotiate with subrecipients, within the requirements of the application, to best serve the interests of the State and the program recipients;
5) Require submission of modifications or additions to proposals as a condition of further participation in the selection process;
6) Fund any proposal in full or in part;
7) Adjust the dates for any reason it deems appropriate; and/or,
8) Include an interview as part of the review process.

Award Notice

A written notice will be provided to applicants regarding the selection of provider agencies. Awards shall be contingent upon successful negotiations of a final legal agreement between DHCD and the subrecipient.

Lead Hazard Reduction Program Resources

- Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing

  https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines

- Grant Program Policy Guidance

  https://www.hud.gov/program_offices/healthy_homes/lbp/pg