

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**OPERATION LEAD ELIMINATION
ACTION PROGRAM**

Billing Code 4210-32-C

Funding Availability for the Operation Lead Elimination Action Program

Program Overview

Purpose of the Program. The purpose of the Operation Lead Elimination Action Program (LEAP) is to leverage private sector resources to eliminate lead poisoning as a major public health threat to young children.

Available Funds. Approximately \$9.935 million in Fiscal Year (FY) 2003 funds.

Eligible Applicants. To be eligible to apply for funding under this program, the applicant must be a tax-exempt non-profit or for-profit entity or firm. States and units of general local government and their departments are not eligible. Colleges and universities are eligible as a non-profit entity.

Application Due Date. You, the applicant, must submit a completed application to HUD on or before the respective program's application due date. The application deadline is June 10, 2003.

Additional Information

I. Application and Application Submission Procedures.

Match. None required.

(1) *Application Submission.* See the General Section of this SuperNOFA for specific procedures concerning the form of application submission (e.g., mailed applications, express mail or overnight delivery). Be advised that there is no Application Kit for this year's Operation Lead Elimination Action Program (LEAP). All the information required to submit an application is contained in this NOFA.

(2) *Addresses.* You, the applicant, must submit a completed application to: Robert C. Weaver HUD Headquarters Building, Office of Healthy Homes and Lead Hazard Control, ATTN: Operation Lead Elimination Action Program, 451 Seventh Street, SW., Room P3206, Washington, DC 20410.

For Further Information and Technical Assistance. You may contact John Baker, Lead Hazard Control Grants Division, Office of Healthy Homes and Lead Hazard Control, at the address above; telephone (804) 771-2100, extension 3765 (this is not a toll-free number). If you are a hearing- or speech-impaired person, you may reach the above telephone numbers via TTY by calling the toll-free Federal Information Relay Service at 1-800-877-8339.

II. Authority, Funding Amounts, and Amount Of Funds Allocated

(A) *Authority.* HUD's authority for making funding available under this NOFA is Division K of the Consolidated

Appropriations Resolution of 2003, Pub. L. 108-7, approved February 20, 2003.

(B) *Funding Available.* Approximately \$10 million will be available for the FY 2003 Operation Lead Elimination Action Program (LEAP). Grants of 24 months duration will be awarded on a competitive basis following evaluation of all proposals according to the rating factors described in this NOFA. HUD anticipates that approximately 6-10 grants will be awarded.

(C) *Allocation of Funds/Grant Awards.* Through Operation LEAP, grantees will aggressively pursue additional private sector resources with the goal of securing the resources needed to eliminate lead-based paint hazards in housing. Resources generated by awardees must be used and/or distributed to assist national, state, and local entities actively committed to lead hazard control in residential structures and that possess the requisite skills, certifications, and capacity to utilize these resources to conduct lead hazard control/abatement activities in low-income, privately-owned rental or owner-occupied housing containing lead-based paint hazards. The allocation and distribution of generated resources by the grantee requires prior approval of the HUD Office of Healthy Homes and Lead Hazard Control.

III. Eligible Applicants and Activities

(A) *Program Description.* Operation LEAP grant funds will be used to support non-profit and for-profit entities with substantial fundraising and/or leveraging skills to use those skills to mobilize substantial private sector resources for addressing lead hazards in housing. HUD is particularly looking for innovative or creative local, regional or nationwide fund raising and/or leveraging and mobilization strategies that can yield large amounts of contributions in a two-year time frame and also increase awareness of lead hazards and abatement measures in the home. Grants will be awarded to those entities that are able to demonstrate the ability to generate substantial private sector resources that can be used toward lead abatement programs and efforts, based upon the responses provided in the Factors for Award described below. (Private sector resources do not include any funding or in-kind resources from the public sector.)

LEAP funds may also be used to eliminate lead-based paint hazards in low-income privately owned housing, which supplements the National strategy as defined by Title X of the Housing and Community Development Act of 1992 (42 U.S.C. 4851 *et. seq.*).

(B) *Eligible Applicants.* To be eligible to apply for funding under this program, the applicant must be a tax-exempt (501(c)), other non-profit or for-profit entity or firm. States and units of general local government and their departments are not eligible. Colleges and Universities are eligible as non-profit entities.

(C) *Eligible Activities.* Activities that you may conduct for the purposes of developing a national or regional (multi-state) strategy designed to leverage or mobilize resources from the private sector may include, but are not necessarily limited to:

(1) Recruiting and placing appropriate staff skilled in leveraging private sector resources;

(2) Identifying innovative approaches for mobilizing resources and coordinating activities among a number of diverse organizations in both the public and private sectors;

(3) Providing all necessary administrative and indirect support, including rent, equipment, materials, travel expenses and logistics, and subcontractors/consultants necessary to carry out grant activities;

(4) Conducting fund raising, outreach activities and other activities that will result in increased lead hazard control activities in low-income privately owned or owner occupied housing with lead-based paint hazards;

(5) Other activities that may be carried out include:

(a) Performing dust, paint or soil testing, hazard screens, inspections, and risk assessments of eligible housing constructed before 1978 to determine the presence of lead-based paint and/or lead hazards from paint, dust, or soil;

(b) Conducting lead hazard control, which may include: interim control of lead-based paint hazards in housing (which may include specialized cleaning techniques to address lead dust); and abatement of lead-based paint hazards, including soil and dust, by means of removal, enclosure, encapsulation, or replacement methods. Unless there are only a few surfaces coated with lead paint, complete abatement of all lead-based paint or lead-contaminated soil is not usually acceptable as a cost-effective strategy unless justification is provided and subsequently approved by HUD. Abatement of lead-contaminated soil should be limited to areas with bare soil in the immediate vicinity of the structure being treated, and children's play areas. All hazard control activities must comply with 24 CFR part 35, subpart R, the HUD Guidelines for the Evaluation and Control of Lead-

Based Paint Hazards in Housing and all applicable Federal, State and local regulations; in the case of a conflict between any of the above, the more stringent shall apply;

(c) Carrying out temporary relocation of families and individuals during the period in which lead hazard control is conducted and until the time the affected unit receives clearance for re-occupancy;

(d) Performing blood lead testing and air sampling to protect the health of the hazard control workers, supervisors, and contractors; and

(e) Undertaking minimal housing rehabilitation activities that are specifically required to carry out effective hazard control, and without which the hazard control could not be completed and maintained. Operation LEAP grant funds may be used for lead hazard control work done in conjunction with other housing rehabilitation programs. HUD strongly encourages integration of this grant program with housing rehabilitation, weatherization, and other energy conservation activities.

(f) Conducting clearance dust-wipe testing and associated laboratory analysis.

(D) *Strategies/Approaches*. The applicant is encouraged to employ creativity and initiative in achieving the objectives of the program: leveraging private sector resources to increase local and regional lead hazard control measures through a variety of means. Some examples of possible strategies/approaches include the following:

(1) Enlisting the support and resource commitment of financial institutions, foundations, private industry and others to make residential housing lead-safe and eliminate lead poisoning as a public health threat to children;

(2) Soliciting the support of national building materials providers, building component manufacturers, and housing-related national retail outlets to donate money or materials to lead hazard control programs in housing and health departments, landlords and owner-occupants to eliminate lead-based paint hazards in privately owned low-income dwellings: For example, a window, wallboard, or paint manufacturer/retailer could donate or coordinate the donation and distribution of windows or paint to lead-based paint and/or rehabilitation projects throughout the country. This strategy could also include the distribution of discount coupons for purchases of paint or other materials from national suppliers;

(3) Forming partnerships with banks or other mortgage or financial institutions willing to provide no or

low-interest home improvement loans to finance lead hazard control activities and abatement measures among low-income recipients who would not otherwise be served. By participating, banks could fulfill a major element of their responsibilities under the Community Reinvestment Act;

(4) Creating a national clearinghouse for facilitating the coordination and distribution of donated building materials, such as windows, trim molding, or paint, etc. to local projects involved in lead hazard control programs;

(5) Identifying and facilitating the availability and use of relocation facilities for families who need to move out of their dwellings while lead hazard control work is being undertaken. For example, hotel chains, colleges, and other lead-safe sites could be contacted to make housing available for the relocation of families during lead hazard control;

(6) Working with landlords, tenant groups and others to form consortia or otherwise engage landlords and owner-occupants to enroll their eligible housing units in local lead hazard control or rehabilitation programs. The applicant should obtain commitments from landlords to provide matching resources for work to be done on their units. For example, the lead hazard control program could offer landlords grant funds for replacement windows if the landlords contribute the cost of additional repairs (such as basic system upgrades, or other rehabilitation work including painting and maintenance) that is associated with lead hazard control;

(7) Creating a nationwide "lead-safe unit" identification seal of approval program that would be used by landlords and others to market lead-safe units. Housing units that have lead-based paint hazards safely eliminated or controlled and have passed a lead clearance test, would receive a lead-safe unit seal;

(8) Promoting homebuilder, remodeler, or contractor associations to coordinate efforts to reduce lead hazards by contributing technical assistance, training, presentations and materials and/or labor to lead hazard control efforts;

(9) Encourage landscaping firms, nurseries, and landscape architects to contribute lead-safe soil, mulch, and other forms of vegetation cover and shrubbery designed to mitigate lead contamination of soil around the exterior/perimeter and play areas of affected housing units;

(10) Working with grassroots faith-based and other community-based

organizations that are committed to improving the quality of life within the community;

(11) Providing training for significant numbers of trades people to implement lead-safe work practices, such as window replacement and weatherization work; and

(12) Expand dust testing and clearance testing, especially in high-risk communities.

(E) *Support Elements*

(1) *Administrative costs*. Up to 10 percent of the HUD grant funds may be used for administration. Such costs would include the costs associated with completing HUD reports, accounting and bookkeeping expenses, costs associated with obtaining audits, and other direct grant management expenses (see Appendix A of this NOFA for the definition of Administrative Costs applicable to this program).

(2) *Outreach, Education, and Training Costs*. Up to twenty percent of the leveraged funds may be used for training, lead hazard awareness and other public education, outreach and education initiatives.

(F) *Ineligible Activities*. You may not use grant funds for any of the following:

- (1) Purchase of real property;
- (2) Chelation or other medical treatment costs related to children with elevated blood lead levels;
- (3) Lead hazard abatement activities in publicly owned housing, or project-based Section 8 housing; and
- (4) Capital expenditures in excess of \$5,000 per unit cost.

IV. Program Requirements

In addition to the requirements listed in this NOFA, the applicant must comply with the requirements described below:

(A) *Period of Performance*. The period of performance is 24 months. HUD reserves the right to approve no-cost time extensions for a period not to exceed 24 months.

(B) *Statutory Requirements*. To be eligible for funding under this NOFA, the applicant must meet all federal statutory and regulatory requirements applicable to this program. The specific requirements will be identified in the grant agreement for successful applicants. In addition, you will be required to comply with all state and local statutes, regulations or other applicable requirements.

(C) *Threshold Requirements*. As an applicant, you must meet all of the threshold requirements of the General Section of this SuperNOFA (Section V(B)) as well as any specific threshold requirements for applicants under

Operation LEAP. Applications will not be rated or ranked if they do not meet the threshold requirements of the General Section of this SuperNOFA. Your application must receive at least 75 points to be eligible for funding.

V. Application Selection Process

(A) *Partial Funding.* In the selection process, once available funds have been allocated to meet the requested or negotiated amounts of the top eligible applicants, HUD reserves the right to offer any residual amount as partial funding to the next eligible applicant, provided HUD is satisfied that the residual amount is sufficient to support a viable, though reduced effort, by this applicant. If an applicant is offered a reduced grant amount, the applicant will have a maximum of 14 calendar days to accept such a reduced award and a maximum of 30 calendar days after acceptance to submit a revised strategy and budget. If the applicant fails to respond within the seven-day limit, the applicant shall be considered to have declined the award and the award will be offered to the next highest ranked applicant. HUD intends to fund the highest ranked applications within the limits of funding.

(B) *Budget.* HUD will evaluate an applicant's proposal to determine if it is reasonable, clearly justified, and consistent with the intended use of grant funds. HUD is not required to approve or fund all proposed activities. You must thoroughly document and justify all budget categories and costs. Leveraged funds should be listed in the column labeled "Applicant Match" on Form 424C.

(C) *Factors for Award Used to Evaluate and Rate Applications.* The factors for rating and ranking applicants, and maximum points for each factor, are stated below. The maximum number of points to be awarded is 100. The application must receive a total score of at least 75 points to be eligible for funding.

Rating Factor 1: Organizational Capacity (30 points)

This factor addresses the applicant's organizational capacity to successfully implement the proposed activities in a timely manner.

(A) Staff Experience (20 points)

Describe the knowledge and experience of the staff responsible for the following functions: Executive Direction; Finance Marketing; and Program Coordination. The applicant must have sufficient qualified personnel or be able to quickly retain qualified experts or professionals in financial/

grant management, marketing, and/or lead-based paint programs that will allow you to immediately begin your proposed work program and to perform your proposed activities within the two-year period of performance.

The applicant's narrative should include information about your organizational and staff capacity in fund raising and/or leveraging, and private sector recruitment successfully conducted recently (e.g., within the past five years). Include a discussion of staff knowledge and expertise in fund raising, organizational skills, lead hazard control and lead-safe housing information.

The discussion on capacity should include the depth, (depth relates to the number of persons with available knowledge and expertise: range relates to the extent of that knowledge and expertise), experience, the commitment of time to the program, salary information, length of time with organization and position titles of the program staff. Resumes or detailed job announcements for the above key positions must be included as an appendix to your application. Indicate the percentage of time key personnel will devote to the proposed project. The Program Coordinator must be dedicated to this effort for a minimum of 75 percent of the time. An applicant may demonstrate capacity by thoroughly describing prior experience in this type of activity and/or how the applicant will develop the necessary capacity to carryout proposed activities.

(B) Grants Management (5 points)

Describe the agency's or organization's ability to manage grants and leveraged program funds and activities.

(C) Partner Expertise (5 points)

Describe project participants/partners knowledge and experience regarding lead poisoning as a public health threat to children, and/or lead-based paint issues and hazard control. Use of staff with more recent, relevant, and demonstrated successful experience will result in a higher rating.

Rating Factor 2: Approach (30 points)

This factor addresses the work plan strategy that the applicant intends to follow in meeting the goals and objectives of the program. This work plan strategy should address the following:

(A) Selection Process for Partner Organization (20 points)

Describe the selection process for those organizations that are to conduct

or coordinate work activities for lead hazard control, outreach, evaluation, etc. How do you intend to involve faith-based and other community-based organizations in your proposed activities?

(B) Leveraging Strategy (10 points)

Describe the proposed strategy for leveraging private sector resources including:

- (1) Target audiences/constituencies;
- (2) Use of contractors/subgrantees/partners and their method of selection;
- (3) Methods of outreach/promotion;
- (4) Types of leveraging to be employed;
- (5) Proposed use and distribution of funds/resources leveraged;
- (6) Overall project management and coordination; and
- (7) Proposed schedule of activities within the 24-month period of performance.

Although creativity and innovation are strongly encouraged, these activities must be realistic and capable of accomplishment. An applicant's award would be contingent upon budget negotiation and approval of a revised work plan. This work plan would have to describe the deliverables as goals with specific measures of achievement. For example: if an applicant proposed to use as leverage the resources from property owners who are eliminating and/or controlling lead hazards for their properties, the applicant would have to provide the number of units and an average investment amount. This information would be shown in the applicant's work plan and become part of the applicant's performance expectations.

Rating Factor 3: Leveraging Resources (35 points)

This factor addresses the applicant's ability to obtain and use private sector resources or leverage private sector activities that can be combined with HUD and other program resources to achieve program objectives. Private funds/resources do not include any public sector funds, e.g., funds provided by states and units of general local government including Community Development Block Grant (CDBG)/Home Investment Partnership (HOME) funds. Applicants may use such funds as part of this program but will not receive any points for use of public funds under this rating factor. Points will be awarded based on the satisfactory provision of evidence of leveraging and financial sustainability, as described above, and the ratio of requested HUD LEAP funds to the total Federal budget meets the following:

(1) Leveraged Funds (25 Points)

Points for this sub-factor will be awarded based on the satisfactory provision of evidence of leveraging and financial sustainability, as described above, and the ratio of leveraged funds as a percentage of the HUD funds requested.

Percentage of leveraged funds	Points
1-9	5
10-20	10
21-40	15
41-75	20
>75	25

(2) Prior Ability to Leverage Funds (5 Points)

Describe what the organization has done in the recent past (e.g., within the past five years) that gives evidence of its ability and experience to leverage substantial private sector resources. Describe specific activities, the amount of funds or goods leveraged, and what the leveraged funds were used to support. If an applicant has experience in generating funds or goods for purposes similar to addressing lead paint abatement or control measures, the applicant should describe those activities and the results achieved.

(3) Current Commitments (5 points)

Describe the types of public or private sector commitments, if any, currently available to devote to Operation LEAP grant program activities, and the anticipated future amounts to be generated. Based upon the estimated amount of funding anticipated for leveraging over the life of the award, identify the general geographic locations of the units that will be treated by this increased funding or leveraged goods. Also provide an estimate of the number of units that can be expected to be treated. The description of the location of treatment areas should be sufficient to determine that the units serve low-income persons. Generated resources may include cash or in-kind contributions of services, equipment, or supplies. In evaluating this factor, HUD will consider the extent to which the applicant has established working partnerships, memoranda of understanding and/or firm agreements with other identified entities for the commitment of additional resources. Resources may be provided by any private source, including contributions of investor-owners. However, leveraged claims for donations of goods and services should be based on market values and documented where possible. Applicants that do not have such partnerships at the time of application

will be required to establish partnerships immediately following notification of grant award. Only contributions that have a stated monetary value with supporting documentation from the contributing organization/entity authorized to make such commitment will be counted. Firmly established commitments will be rated more highly than applications with commitments that have not yet been established. Applicants that have targeted specific high-risk neighborhoods or geographic locations for leveraging/fundraising and abatement/control activities will receive a higher number of rating points.

Rating Factor 4: Achieving Results and Program Evaluation. (5 Points)

This factor emphasizes HUD's commitment to ensuring that applicants achieve the goals outlined in their work plan and other benchmark standards and assess their performance to ensure performance goals are met. Achieving results means you, the applicant, have clearly identified the benefits, or outcomes of your program. Outcomes are ultimate goals. Benchmarks or outputs are interim activities or products that lead to the ultimate achievement of your goals.

Program evaluation requires that you, the applicant, identify program outcomes, interim products or benchmarks, and performance indicators that will allow you to measure your performance. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. Your Evaluation Plan should identify what you are going to measure, how you are going measure it and the steps you have in place to make adjustments to your work plan if performance targets are not met within established timeframes.

This new rating factor reflects HUD's goal to embrace high standards of ethics, management and accountability. Applicants are required to complete the HUD Logic Form included in Appendix A of this NOFA.

(1) An applicant is to identify and describe specific methods, measures, and tools that you will use (in addition to HUD reporting requirements) to measure progress, evaluate program effectiveness, and identify program changes necessary to improve performance. Describe how you will obtain, document and report the information. In evaluating this factor, HUD will consider how you have described outcome measures and benefits of your program including:

(a) The purpose of the Operation LEAP is to leverage private sector resources to eliminate lead poisoning as a major public health threat to young children. The key terms here are "leverage of private sector resources." HUD is looking for those applicants that demonstrate the most realistic and positive fund raising and/or leveraging skills to mobilize substantial private sector resources for addressing lead hazards in housing.

(b) Demonstration of a national and/or regional (multi-state) strategy for leveraging resources from the private sector is essential. Those resources should be realistic and achievable and made part of the workplan and benchmark activities of this proposal. The proposed budget should demonstrate how these leveraged funds would be used to address lead hazards in housing and make residential housing lead-safe and eliminate lead poisoning as a public health threat to children.

(c) Results of any specific plans and objectives established to implement and/or maintain a registry (listing) of lead-safe housing that is available to the public, or to incorporate the inclusion of the lead-safe status of properties in another publicly accessible address-based property information system. Results could include how the information would be managed and affirmatively marketed to the public so that families (particularly low-income families with children under six years of age) can make informed decisions regarding their housing options. Applicants that demonstrate partnerships with national or regionally recognized material suppliers, e.g., sheet rock/drywall manufacturers or retailers, paint manufacturers or distributors, window manufacturers or distributors, etc., will receive stronger consideration.

(d) The extent to which affirmatively furthering fair housing for all segments of the population is advanced by the proposed activities. Detail how the proposed work plan will support the community's efforts to affirmatively further affordable housing and discuss the impact of prior activities that have contributed to enhanced lead-safe housing opportunities.

(e) How your program will be held accountable for meeting program goals, objectives, and the actions undertaken in implementing the grant program. Applicants should provide a description of the mechanism to assess progress and track performance in meeting the goals and objectives outlined in the work plan. Applicants should provide assurances that work plans and performance measures developed for the

program will assist intended beneficiaries, and that work will be conducted in a timely and cost-effective manner.

Note on Program Performance: Grantees shall take all reasonable steps to accomplish all LEAP activities outlined in an approved work plan within the approved period of performance. HUD will closely monitor grantee performance with particular attention placed on the leveraging of private sector resources specified in the application and grant agreement, the expenditure of HUD grant funds as evidenced by draw downs from the Line of Credit Control System (LOCCS), and other approved grant activities. HUD reserves the right to terminate the grant prior to the expiration of the period of performance if a grantee fails to meet established work plan benchmark milestones in implementing the approved program of activities.

(D) *Applicant Debriefing.* See Section XI (A)(d) of the General Section of this SuperNOFA for information about applicant debriefing. Written requests for debriefings after the selection of successful applicants should be sent to Matthew Ammon, Director, Lead Hazard Control Grants Division, 451 7th Street SW., Washington, DC, 20410.

(E) *Rating Panels.* See Section VI (B) of the General Section of this SuperNOFA for information about rating panels.

(F) *Adjustments to Funding.* See Section VI (F) of the General Section of the SuperNOFA for information about adjustments to funding.

(G) *Participation in HUD-Sponsored Program Evaluation.* As a condition of the receipt of financial assistance under this NOFA, you will be required to cooperate with all HUD staff or contractors performing HUD-funded research and evaluation studies pertaining to the subject of the grant.

VI. Application Submission Requirements

(A) Applicant Information

(1) *Application Format.* The application narrative response to the Rating Factors are limited to a maximum of 15 pages. Your response must be typewritten on one (1) side only on 8½" x 11" paper using a 12-point (minimum) font with not less than ¾" margins on all sides. Appendices should be referenced and discussed in the narrative response. Materials provided in the appendices should directly apply to the rating factor narrative.

(2) *Application Checklist.* Your application must contain the items listed in the Checklist and Submission

Table of Contents included in Appendix A of this NOFA. These items include the standard forms, certifications, and assurances listed that are applicable to this funding (collectively, referred to as the "standard forms"). The standard forms can be found in the General Section of the SuperNOFA. The application items required for submission are:

(a) *Transmittal Letter.* A transmittal letter that identifies the applicant(s) or submitting the application, the dollar amount requested, what the program funds are requested for, and the nature of involvement with community-based organizations. Also include the name, mailing address, telephone number, and principal contact person of the applicant. If you have consortium associates, sub-grantees, partners, major subcontractors, joint venture participants, or others contributing resources to your project, you must provide similar information for each of these partners;

(b) *Abstract Summary.* Provide an abstract summary describing the goals and objectives of the proposed program (two-page maximum);

(c) *Standard Forms.* All forms as required by the General Section of the SuperNOFA

(d) *Budget.* A total budget summary (total budget is the federal share and leveraged contribution) with supporting cost justifications for all budget categories of your grant request. A maximum of ten percent of the federal share can be for administrative costs (see Appendix A—Administrative Costs of this NOFA for a description of administrative costs applicable to this grant program);

An itemized breakout (using the HUD Form-424) of your required matching contribution, including:

- i. Values placed on donated in-kind services;
- ii. Letters or other evidence of commitment from donors; and
- iii. The amounts and sources of contributed resources; and

(e) *Partners.* Contracts, Memoranda of Understanding or Agreement, letters of commitment or other documentation must describe the proposed roles of agencies, local broad-based task forces, participating faith-based and other community- or neighborhood-based groups or organizations, local businesses, and others working with the program. For-profit entities and/or firms must clearly demonstrate and document how the lead-based paint hazard identification and control measures will be coordinated with local organizations, state(s) or units of general local

government to carry out lead hazard control.

(B) *Proposed Activities.* All applications must, at a minimum, describe the proposed activities in the narrative responses to the rating factors. Your narrative statement must be numbered in accordance with each factor for award (Rating Factors 1 through 4).

VII. Findings and Certifications

See Section IX of the General Section of this SuperNOFA for specific requirements.

VIII. Corrections to Deficient Applications

See Section VIII of the General Section of this SuperNOFA for information about corrections to deficient applications.

IX. Environmental Requirements

Environmental Requirements. Certain activities assisted under this program may be subject to HUD environmental review to the extent required under 24 CFR part 50. An award under the Lead Elimination Action Program (LEAP) does not constitute approval of specific sites where activities that are subject to environmental review may be carried out. Following grant award execution, HUD will be responsible for ensuring that any necessary environmental reviews are completed. You may not rehabilitate, convert or repair property, or commit or expend grant funds or HUD-leveraged funds for any eligible property, until you receive written notification from the appropriate HUD official that HUD has completed its environmental review and the property has been approved. The results of the environmental reviews may require that proposed activities be modified or proposed sites rejected.

X. HUD Reform Act of 1989

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the General Section of the SuperNOFA at Section XI.

Appendix A.

This appendix to this NOFA contains lists the standard forms, certifications and assurances used by the programs that are part of this NOFA. Listed forms are located in Appendix B of the General Section of the SuperNOFA.

The following forms are to be used for the Programs listed in this NOFA

- (1) Form HUD-424
- (2) Form HUD-424 B
- (3) Form HUD-424 C
- (4) Form HUD-424 CBW
- (5) Form HUD Logic Model Form
- (6) Application Checklist and Submission Table of Contents

(7) Ethnicity and Race Data

HUD has consolidated many of its application forms into a single HUD-424 form. The new HUD-424 consolidates budget-reporting forms for both construction and non-construction projects into a single form and eliminates having to have the following separate certifications: Certification for a Drug-Free Workplace (HUD-50070), the Certification of Payments to Influence Federal Transactions (HUD-50071), and the Certification Regarding Debarment and Suspension (HUD-2992).

New form HUD-424 replaces SF-424 and HUD-424 M

HUD-424 B replaces SF-424 B and D and HUD-50070, 50071 and 2992.

HUD-424 C and CB replaces SF-424 A and C

The HUD-424 CBW is added as a common detailed Budget Worksheet and replaces various budget worksheets used throughout the Department.

Administrative Costs

Administrative costs that may be applicable to the programs included in this NOFA are discussed below:

I. Purpose

The intent of this HUD grant program is to allow the Grantee to be reimbursed for the reasonable direct and indirect costs, subject to a top limit, for overall management of the grant. In most instances the grantee, whether a State or a local government, principally serves as a conduit to pass funding to sub-grantees, which are to be responsible for the conducting lead-hazard reduction work. Congress set a top limit of ten percent of the total grant sum for the grantee to perform the function of overall management of the grant program, including passing on funding to sub-grantees. The cost of that function, for the purpose of this grant, is defined as the "administrative cost" of the grant, and is limited to ten percent of the total grant amount. The balance of ninety percent or more of the total grant sum is reserved sub-grantees or other direct-performers of lead-hazard identification and reduction work. Lead hazard identification and reduction includes, but is not necessarily limited to outreach, training, enrollment, lead paint inspection/risk assessments, interim controls, hazard abatement, clearance documentation, blood lead testing, and public education.

II. Administrative Costs: What They Are Not

For the purposes of this HUD grant program for States and local governments to provide support for the

evaluation and reduction of lead-hazards in low- and moderate-income, private target housing, the term "administrative costs" should not be confused with the terms "general and administrative cost," "indirect costs," "overhead," and "burden rate." These are accounting terms usually represented by a government-accepted standard percentage rate. The percentage rate allocates a fair share of an organization's costs that cannot be attributed to a particular project or department (such as the chief executive's salary or the costs of the organization's headquarters building) to all projects and operating departments (such as the Fire Department, the Police Department, the Community Development Department, the Health Department or this program). Such allocated costs are added to those projects' or departments' direct costs to determine their total costs to the organization.

III. Administrative Costs: What They Are

For the purposes of this HUD grant program, "Administrative Costs" are the grantee's allowable direct costs for the overall management of the grant program plus the allocable indirect costs. The allowable limit of such costs that can be reimbursed under this program is ten (10) percent of the total grant sum. Should the grantee's actual costs for overall management of the grant program exceed ten percent of the total grant sum, those excess costs shall be paid for by the grantee. However, excess costs paid for by the grantee may be shown as part of the requirement for cost-sharing funds to support the grant.

IV. Administrative Costs: Definition**A. General**

Administrative costs are the allowable, reasonable, and allocable direct and indirect costs related to the overall management of the HUD grant for lead-hazard reduction activities. Those costs shall be segregated in a separate cost center within the grantee's accounting system, and they are eligible costs for reimbursement as part of the grant, subject to the ten percent limit. Such administrative costs do not include any of the staff and overhead costs directly arising from specific sub-grantee program activities eligible under Section II (C) of this NOFA, because those costs are eligible for reimbursement under a separate cost center as a direct part of project activities.

The grantee may elect to serve solely as a conduit to sub-grantees, who will

in turn perform the direct program activities eligible under NOFA Section II (C), or the grantee may elect to perform all or a part of the direct program activities in other parts of its own organization, which shall have their own segregated, cost centers for those direct program activities. In either case, not more than 10 percent of the total HUD grant sum may be devoted to administrative costs, and not less than 90% of the total grant sum shall be devoted to direct program activities. The grantee shall take care not to mix or attribute administrative costs to the direct project cost centers.

B. Specific

Reasonable costs for the grantee's overall grant management, coordination, monitoring, and evaluation are eligible administrative costs. Subject to the ten percent limit, such costs include, but are not limited to, necessary expenditures for the following goods, activities and services:

(1) Salaries, wages, and related costs of the grantee's staff, the staff of affiliated public agencies, or other staff engaged in grantee's overall grant management activities. In charging costs to this category the recipient may either include the entire salary, wages, and related costs allocable to the program for each person whose primary responsibilities (more than 65% of their time) with regard to the grant program involve direct overall grant management assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any overall grant management assignments. The grantee may use only one of these two methods during this program. Overall grant management includes the following types of activities:

(a) Preparing grantee program budgets and schedules, and amendments thereto;

(b) Developing systems for the selection and award of funding to sub-grantees and other sub-recipients;

(c) Developing suitable agreements for use with sub-grantees and other sub-recipients to carry out grant activities;

(d) Developing systems for assuring compliance with program requirements;

(e) Monitoring sub-grantee and sub-recipient activities for progress and compliance with program requirements;

(f) Preparing presentations, reports, and other documents related to the program for submission to HUD;

(g) Evaluating program results against stated objectives;

(h) Providing local officials and citizens with information about the overall grant program; however, a more general education program, helping the

public understand the nature of lead hazards, lead hazard reduction, blood-lead screening, and the health consequences of lead poisoning is a direct project support activity);

(i) Coordinating the resolution of overall grant audit and monitoring findings; and

(j) Managing or supervising persons whose responsibilities with regard to the program include such assignments as those described in paragraphs (a) through (i).

(2) Travel costs incurred for official business in carrying out the overall grant management;

(3) Administrative services performed under third party contracts or agreements, for services directly allocable to grant management such as: legal services, accounting services, and audit services;

(4) Other costs for goods and services required for and directly related to the overall management of the grant program; and including such goods and services as telephone, postage, rental of equipment, renter's insurance for the program management space, utilities, office supplies, and rental and maintenance (but not purchase) of office space for the program.

(5) The fair and allocable share of grantee's general costs that are not directly attributable to specific projects or operating departments such as salaries, office expenses and other related costs for local officials (*e.g.*, mayor and city council members, etc.), and expenses for a city's legal or accounting department which are not charged back to particular projects or other operating departments. If a grantee has an established burden rate, it should be used; if not, the grantee shall be assigned a negotiated provisional burden rate, subject to final audit.

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**Checklist and Submission Table of Contents
Lead Elimination Action Program**

The following checklist is provided to ensure you have submitted all required items to receive consideration for funding. You must assemble the application in the order shown below and note the corresponding page number where the response is located. **You must include this checklist and submission table of contents with the application.**

<input type="checkbox"/>	Transmittal Letter	Cover page
<input type="checkbox"/>	Abstract Summary (limited to a maximum of 2 pages)	_____
<input type="checkbox"/>	Checklist and Submission Table of Contents	_____
<input type="checkbox"/>	Application Forms	
<input type="checkbox"/>	HUD Form-424	_____
<input type="checkbox"/>	HUD Form 424B	_____
<input type="checkbox"/>	HUD Form 424C	_____
<input type="checkbox"/>	HUD Form-424CBW	_____
<input type="checkbox"/>	Form SF-LLL Disclosure of Lobbying Activities Required	_____
	<input type="checkbox"/> Form SF-LLL Not Required	_____
<input type="checkbox"/>	HUD 2880 Applicant/Recipient Disclosure/Update Report	_____
	Rating Factor Response (narrative is limited to a maximum of 15 pages.)	
<input type="checkbox"/>	1. Organizational Capacity of the Applicant and Relevant Experience	_____
<input type="checkbox"/>	2. Approach	_____
<input type="checkbox"/>	3. Leveraging Resources	_____
<input type="checkbox"/>	4. Achieving Results and Program Evaluation	_____
	Appendices	
<input type="checkbox"/>	Appendix 1 - Material in support of Rating Factor 1	_____
<input type="checkbox"/>	Appendix 2 - Material in support of Rating Factor 2	_____
<input type="checkbox"/>	Appendix 3 - Material in support of Rating Factor 3	_____
<input type="checkbox"/>	Appendix 4 - Other materials related to the application (as required)	_____
<input type="checkbox"/>	HUD 2993 Acknowledgment of Application Receipt	_____
<input type="checkbox"/>	HUD 2994 Client Comments and Suggestions (completion of this form is optional)	_____