

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**HEALTHY HOMES AND LEAD
HAZARD CONTROL PROGRAMS**

LEAD OUTREACH GRANT PROGRAM

Billing Code 4210-32-C

Lead Outreach Grant Program

Overview Information

A. *Federal Agency Name:* Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control.

B. *Funding Opportunity Title:* Lead Outreach Grant Program.

C. *Announcement Type:* Initial announcement.

D. *Funding Opportunity Number:* The Federal Register Number is: FR-4900-N-08. The OMB Approval Number is 2539-0015.

E. *Catalog of Federal Domestic Assistance (CFDA) Number(s):* 14.904, Lead Outreach Grant Program.

F. *Dates:* An original and three copies of your application must be submitted on or before July 13, 2004. See the General Section of the SuperNOFA Section IV., Application and Submission Information, regarding application submission procedures and timely filing requirements.

G. *Additional Overview Content Information:*

1. *Purpose.* This funding opportunity is for community-based organizations, faith-based organizations, states, Tribes, and units of general local government to increase enrollment of low-income housing units for treatment via the HUD lead hazard control grant program or another lead hazard treatment program, to develop and distribute outreach and educational materials, and to encourage occupants to identify potential lead-based paint hazards and report them to property owners and managers, and public health and/or housing officials as appropriate.

2. *Available Funds.* Approximately \$2,000,000.

3. *Number of Awards.* Between approximately 4 and approximately 10 grants may be awarded, ranging between approximately \$200,000 and approximately \$500,000.

4. *Type of Awards.* The awards will be made as grants.

5. *Eligible Applicants.* Community-based and faith-based organizations, states, Tribes, and units of general local government are eligible. Partnerships are encouraged, including partnerships with educational institutions and other entities such as groups of parents of lead-poisoned children, although the application must be made by a single entity. Forty percent of the available funding will be reserved for States, Tribes, and units of local governments, with the balance available for community-based and faith-based organizations. Applicants must identify whether they are applying as a community-based organization or as a

unit of a state, Tribal, or local government.

6. *Matching Funds.* No match or cost sharing is required. However, leveraging is encouraged. See Section V., Rating Factor 4.

7. *Limitations on Applications.* There are no limitations on the numbers of applications that each applicant may submit.

Full Text of Announcement

I. Funding Opportunity Description

A. Purpose of the Program

The purpose of this lead outreach grant program is to:

1. Increase enrollment of low-income housing units for treatment via the HUD lead hazard control grant program or another lead hazard treatment program;

2. Develop and distribute outreach and educational materials in order to raise public awareness of childhood lead poisoning, its prevention and proper lead hazard identification and control methods for at-risk communities, at-risk populations of children and workers in the housing maintenance or rehabilitation fields; and

3. Encourage occupants to identify potential lead-based paint hazards and report them to property owners and managers, and public health and/or housing officials as appropriate.

B. Background

Lead toxicity in children has been well established, yet childhood lead poisoning is the primary childhood environmental health problem in the United States today. The Centers for Disease Control and Prevention has found, for example, for children under age 6, that about 434,000 have elevated blood lead levels, and that those who are non-Hispanic blacks or Hispanic are more likely to have elevated blood lead levels than those who are non-Hispanic whites. The February 2000 report of the President's Task Force on Environmental Health Risks and Safety Risks to Children, titled "Eliminating Childhood Lead Poisoning: A Federal Strategy Targeting Lead Paint Hazards," sets forth what action needs to be taken to prevent such poisoning. In addition to contributing to the elimination of lead hazards in housing occupied by low-income families with children, the federal government's public education and outreach activities should measurably increase the public's awareness of lead hazards and how to address them.

In keeping with the mandate of section 1011(g)(1) of Title X, the Residential Lead-Base Paint Hazard

Reduction Act of 1992, Public Law 102-550, 106 Stat. 3672, October 28, 1992, for HUD "develop the capacity of eligible applicants * * * to carry out activities under" lead hazard control grant programs, HUD has conducted outreach and public education initiatives through the Lead Hazard Control Grant program, the National Lead Information Center, and other education and outreach initiatives.

Lead Hazard Control grants are awarded competitively to eligible states, tribes, or units of local government to perform lead hazard reduction in low-income privately owned pre-1978 housing. Lead outreach activities contribute to building the capacity of jurisdictions to submit successful applications for lead hazard control grants, because they have the effect of inducing local businesses to enter into the lead hazard control field before jurisdictions apply for the grants and, thus, increase jurisdictions' ability to demonstrate their capacity to meet the grant's requirements. These inducements can be expressed by the market directly, and/or through the efforts of the jurisdictions.

HUD's lead awareness supplement to the Current Population Survey has determined that only a fraction of citizens are well-educated about how lead-based paint hazards threaten young children and are more common in older housing. One consequence of this low level of awareness is that few housing construction and maintenance business owners are aware of the extent of lead-based paint hazards.

Lead outreach activities have the effect of encouraging residents of older low-income housing to prompt their state, tribal or local governments to control lead-based paint hazards. In turn, these governments are induced to consider obtaining funding under the HUD Lead Hazard Control Grant Program, or perform lead hazard reduction in conjunction with other housing, health or environmental activities. In practice, this can be done only if housing owners and occupants are aware of and apply for enrollment in lead hazard treatment programs. Potential applicant agencies are, thereby, induced to promote lead hazard control activities locally, by working with private-sector stakeholders (e.g., grassroots organizations, including faith-based and community-based non-profit organizations, community colleges, etc.). As described above, HUD's outreach efforts contribute to the timely performance of successful lead hazard control work and associated capacity building.

II. Award Information

A. Available Funding

Approximately \$2,000,000 in Fiscal Year 2004 funds from the lead technical assistance set aside under the lead hazard reduction appropriation will be available for the Lead Outreach Program. Grants will be awarded on a competitive basis following evaluation of all proposals according to the Rating Factors described in Section V. of this program section. The amounts included in this program are subject to change based on fund availability.

B. Match

No match or cost sharing is required. However, leveraging is encouraged. See Section V., Rating Factor 4.

C. Anticipated Awards

Between 4 and 10 community-based or faith-based organizations, states, Tribes, or units of general local government could receive grant awards ranging between approximately \$200,000 and \$500,000.

D. Award Instrument

1. Grants. Awards will be made as grants.
2. Award Adjustments. No award adjustments are anticipated.
3. Award Period. Grants will be awarded for 24-month periods of performance.
4. Renewal Options. No renewal options are planned at this time. At the completion of a grant, the grantee may competitively apply for a new grant, assuming that this program will continue to be funded. Applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards.
5. Start Date. The anticipated start dates for new awards is October 1, 2004.

E. Period of Performance

The period of performance cannot exceed 24 months from the date of the award, except that HUD reserves the right to approve no cost time extensions for a total period not to exceed 12 months.

III. Eligibility Information

A. Eligible Applicants

Community-based and faith-based organizations, states, Tribes, and units of general local government are eligible. Partnerships are encouraged, including partnerships with educational institutions and other entities such as groups of parents of lead-poisoned children, although the application must be made by a single entity. Forty percent of the available funding will be reserved

for states, Tribes, and units of local governments, with the balance available for community-based and faith-based organizations. Applicants must identify whether they are applying as a community-based organization or as a unit of a state, Tribal, or local government.

Nonprofit organizations, such as groups of parents of lead poisoned children, grassroots organizations including faith-based and community-based nonprofit organizations, educational institutions and Fair Housing Organizations, and advocates for various minority and ethnic groups and for persons with a variety of disabilities can also be sub-grantees or sub-contractors.

B. Cost Sharing or Matching Requirements

None required. In rating your application, however, you will receive a higher score under Rating Factor 4 if you provide evidence of significant cost sharing.

C. Other

1. Eligible Activities

a. Eligible activities to be funded under this program include, but are not limited to, developing and conducting education and outreach campaigns in high-risk communities to:

- Increase lead awareness.
- Encourage owners and low-income occupants to enroll their housing units in programs conducting lead hazard control activities.
- Encourage owners and low-income occupants to identify potential lead-based paint hazards and report them to property owners and managers, and public health and/or housing officials as appropriate.

HUD is interested in promoting effective approaches that result in the reduction of lead poisoning for the maximum number of children, and, in particular, low-income children. Section II of the General Section of the SuperNOFA presents HUD's FY2004 Policy Priorities.

Outreach can take various forms, depending on the intended audience(s). Activities may include publicizing and/or conducting events, developing and distributing publications in, for example, stores, schools, churches, community centers, or other neighborhood locations, making presentations, and/or forging partnerships to disseminate information to populations identified as being at-risk. Regardless of the form of outreach you choose to implement, all eligible activities must identify at-risk

populations (or areas), propose an outreach program to meet those populations' information needs, and evaluate the program's performance.

Eligible activities include:

- (1) Establishing partnerships with non-profit organizations and associations, such as grassroots organizations, including faith-based, parent, and community-based non-profit organizations, or corporations, retailers, construction organizations, and unions or for the purpose of coordinating or conducting joint activities;
- (2) Preparing publications, graphics, public service announcements, posters and entries for newspapers and magazines with local and/or regional distribution. These activities could include training local residents and businesses on identifying potential lead-based paint hazards, and lead-safe maintenance and renovation practices, etc.;

(3) Making materials available in alternative formats for persons with disabilities (e.g., Braille, audio, large type) upon request, and providing materials in languages other than English that are common in the community, consistent with HUD's published LEP language. Applicants are encouraged to utilize minority media in an effort to achieve diversity in outreach and educational efforts. Applications that include development and distribution of media products in languages other than English must include a discussion of the applicant's (or subcontractor's) expertise in those languages and in meeting the informational needs of non-English-speaking, underserved populations.

(4) Program planning and management costs of sub-grantees and other subrecipients are eligible activities.

2. Ineligible Activities

- a. Purchase of real property.
- b. Purchase or lease of equipment having a per-unit cost in excess of \$5,000, unless prior written approval is obtained from HUD.
- c. Hazard abatement, hazard reduction, rehabilitation, remodeling, repair, or other construction work.

3. Threshold Requirements

a. *Threshold Requirements Applicable to all Applicants Under the SuperNOFA.* As an applicant, you must meet all of the threshold requirements described in the General Section of the SuperNOFA. Threshold requirements include Ineligible Applicants, Compliance with Fair Housing and Civil Rights Laws, Conducting Business in Accordance with Core Values and

Ethical Standards, Delinquent Federal Debts, and Pre-Award Accounting System Surveys. Information about threshold requirements is provided in the General Section of the SuperNOFA. Applications that meet all of the threshold requirements will be eligible to be scored and ranked based on the total number of points allocated for each of the rating factors described below. Your application must receive a total score of at least 75 points to be considered for funding. Applications will not be rated or ranked if they do not meet the threshold requirements of the General Section of the SuperNOFA.

b. *DUNS Requirement.* Refer to the General Section of the SuperNOFA for information regarding the DUNS requirement.

4. Start of Work

All awardees are expected to commence activity immediately upon completion of budget and work plan negotiations, and execution of the grant agreement.

IV. Application and Submission Information

If you are interested in applying for funding under this program, please carefully read the General Section of the SuperNOFA and the following additional information.

A. Addresses To Request Application Package

1. There is no Application Kit. All the information required to submit an application is contained in the program section of this NOFA and the General Section of the SuperNOFA. Forms can be downloaded from the Web at: <http://www.grants.gov>.

2. *Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and the preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD Web site at: <http://www.hud.gov/>.

B. Content and Form of Application Submission

1. *Address for Submitting Applications.* You, the applicant, must submit a complete application to: HUD Headquarters, Robert C. Weaver Building, 451 Seventh Street, SW., Room P3206; Washington, DC 20410; Attn: Lead Outreach Program.

2. Application Information.

a. *Application Format.* The application narrative response is limited to a maximum of 25 pages (excluding appendices and worksheets). Your response must be typewritten on one

side only on 8½ × 11 inch paper using a standard 12-point font with not less than ¾ inch 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.

b. *Applicant Data.* Your application must contain all of the required information as noted in this Section of this NOFA and the General Section of the SuperNOFA. These items include the standard forms, certifications, and assurances listed in the General Section of the SuperNOFA 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 are as follows:

(1) Transmittal letter (one-page only) that summarizes your proposed project, provides the dollar amount requested, and identifies you and your partners in the application. Provide the name, mailing address, and telephone number of the principal contact person. If you are a consortium of associates, sub-recipients, partners, major subcontractors, joint venture participants, or others contributing resources to the project, similar information shall also be provided for each of these entities and you must specify the primary entity.

(2) Checklist and Submission Table of Contents. (voluntary) Inclusion of the checklist in your application is voluntary.

(3) Application Abstract Summary. An abstract describing the goals and objectives of your proposed program (two-page maximum) must be included in the proposal.

(4) All application forms found in the General Section of the SuperNOFA.

(5) A narrative statement addressing the rating factors for award. The narrative statement must be numbered in accordance with each factor for award (Rating Factors 1 through 5). The response to the rating factors must not exceed a total of 25 pages. Any pages in excess of this limit will not be read. Number pages consecutively. (The 25-page limit does not apply to the two-page abstract.) Key points to consider in preparing your application are provided in the General Section of this NOFA.

(6) Within Appendix 1, provide the resumes and position descriptions of your project director, project manager and up to three additional key personnel (in accordance with Rating Factor 1). These should not exceed three pages each. This information will not be counted towards the page limit.

(7) Any attachments, appendices, references, or other relevant information that directly support the narrative may accompany it in Appendix 2, but must not exceed 20 pages for your entire application. Any pages in excess of this limit will not be read. Number pages consecutively. Specific criteria for the content of the appendices for the Lead Outreach Grant Program application are listed in the Checklist and Submission Table of Contents.

(8) Within Appendix 3, provide a detailed budget with supporting cost justification for all budget categories of your funding request, in accordance with Rating Factor 3. This information will not be counted towards the page limits. A detailed budget must also be provided for any subcontractors, subgrantees, or subrecipients receiving greater than 10 percent of the federal budget request. Use the budget format discussed in Section V.(A) Rating Factor 3(2)(b), below. *In completing the budget forms and justification, you should address the following elements:*

(a) Direct Labor costs should include all full- and part-time staff required for the planning and implementation phases of the project. These costs should be based on FTE (full time equivalent) or hours per year (hours/year) (*i.e.*, one FTE equals 2,080 hours/year);

(b) You should budget for three trips to HUD Headquarters in Washington, DC, planning each trip for two people, assuming the first trip occurring shortly after grant award for a stay of three or four days, depending on your location, and the remaining trips having a stay of one or two days, depending on your location;

(c) A separate budget proposal should be provided for any subrecipients receiving more than 10 percent of the total federal budget request;

(d) You should be prepared to provide supporting documentation for salaries and prices of materials and equipment upon request;

(e) Organizations that have a federally negotiated indirect rate should use that rate and the appropriate base. Other organizations not having a federally negotiated rate schedule, must obtain a rate from their cognizant federal agency, or the organization will be required to obtain a negotiated rate through HUD.

(f) You should submit the negotiated rate agreements for fringe benefits and indirect costs, if applicable, as an attachment to the budget sheets.

(9) Any information or materials that are not listed above will not be reviewed.

C. Submission Dates and Times

1. *Application Deadline.* A completed original and 3 copies of your application must be submitted to HUD on or before the application due date, to the address shown above. The application due date is July 13, 2004. Please see the General Section of the SuperNOFA for application submission, delivery, and timely receipt requirements.

2. *Application Submission Procedures.* HUD has implemented security procedures that impact application submission. Please review the requirements for mailing and receipt of applications in the General Section of the SuperNOFA to ensure that your application is timely filed.

3. *Application Submission.* See the General Section of the Super Notice of Funding Availability (SuperNOFA) for specific procedures concerning the form of application submission and requirements for receipt (e.g., mailed applications, express mail, or overnight delivery). Please note that the requirements for submission have been revised this year. Be advised that there is no Application Kit for this year's Lead Outreach Grant Program. This program NOFA clearly describes the requirements for completing a successful application and all forms and certifications needed to complete a successful application are included in the General Section and Lead Outreach Grant Program sections of the SuperNOFA.

4. *Number of Copies* You, the applicant, must submit one original and three copies of your complete application to the Office of Healthy Homes and Lead Hazard Control, on or before the application due date.

D. Intergovernmental Review

Not applicable to this program. See 24 CFR Part 52.

E. Funding Restrictions

There is a 10 percent maximum for administrative costs for successful applicants. Additional information about allowable administrative costs is provided in Appendix D of this program section of the NOFA. Construction is not an allowable activity.

F. Other Submission Requirements

1. *Statement Regarding Other Grants and Applications.* You need to disclose all grants that you are currently receiving from OHHLHC, and a list of the applications you have submitted or plan to submit for FY2004 for other OHHLHC grants.

V. Application Review Information

A. Application Selection Criteria

1. Applications will be reviewed by an Application Review Panel (ARP) which will assign each application a score based on the rating factors presented below.

2. *Factors for Award Used to Evaluate and Rate Applications.* The factors for rating and ranking applicants, and maximum points for each factor, are provided below. The factors or their assigned points differ somewhat from those used for most program areas included in the SuperNOFA because they have been amended for rating the unique aspects of lead outreach grant applications. The maximum number of points to be awarded is 102, including the potential for two RC/EZ/EC bonus points, as described in the General Section of the SuperNOFA.

3. *Award Factors.* Applications will be reviewed by a Source Evaluation Board which will assign each application a numerical score based on the rating factors presented below (see also Section V.(B) of the NOFA). Each factor is weighted as indicated by the number of points that are attainable for it. Applicants should be certain that these factors are adequately addressed in the project description and accompanying materials. The five rating factors are listed below.

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 points)

Rating Factor 2: Need/Extent of the Problem (15 points)

Rating Factor 3: Soundness of Approach (40 points)

Rating Factor 4: Leveraging Resources (10 points)

Rating Factor 5: Achieving Results and Program Evaluation (15 points)

RC/EZ/EC Bonus Points (2 points)

TOTAL: 102 points
Applicants are eligible to receive two bonus points for projects located within federally designated Renewable Communities (RC)/Employment Zones (EZ)/Enterprise Communities (EC) (RC/EZ/ECs) and which will serve the residents of these communities (see the General Section of this NOFA).

You will receive points under Rating Factor 3(1) for each of the applicable FY2004 policy priorities that are adequately addressed in your application, up to a maximum of four points (see the General Section of this NOFA). Policy priorities that are applicable to the lead outreach grant NOFA and eligible for one point each are: (1) Improving our Nation's Communities (focus on distressed communities); and (2) Providing full

and equal access to grass-roots faith-based and other community-based organizations in HUD program implementation. Removal of barriers to affordable housing is eligible for up to 2 points.

You are encouraged to plan projects that can be completed over a short time period (e.g., 18 to 24 months from the date of award) so useful information generated from the outreach activities can be available for policy or program decisions and disseminated to the public as quickly as possible.

a. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 Points). This factor addresses your organizational capacity necessary to successfully implement your proposed activities in a timely manner. The rating of you or your staff includes any grassroots organizations, including faith-based and other community-based non-profit organizations, sub-contractors, consultants, subrecipients, and members of consortia that are firmly committed to your project. For all of the descriptions of personnel and organizational qualifications and experience in this factor, more points will be given for more recent relevant experience of high quality with this type of work, as documented below. Applicants who are funding or sub-contracting with grassroots organizations, including faith-based, and other community-based nonprofit organizations, in conducting their outreach programs should include the qualifications and experience of these organizations in responding to this rating factor. In rating this factor HUD will consider:

(1) Your recent, relevant and successful demonstrated experience in undertaking eligible program activities. You must describe the knowledge and experience of the proposed overall project director and day-to-day project manager in planning and managing large and complex interdisciplinary outreach programs, especially those involving housing, public health, or environmental programs. In your narrative response for this factor, you should include information on your project staff, their experience, percentage commitment to the project, and position titles. You must provide resumes (or position descriptions and copies of job announcements including salary range, for vacant positions) of up to three pages each for the project director, project manager, and up to three key personnel, and a clearly delineated organizational chart for the Lead Outreach project in Appendix 1 of your application. Indicate the name and

the position of key personnel, the percentage of time that proposed staff will devote to your project and any salary costs to be paid by funds from this program. Include descriptions of the experience and qualifications of subcontractors and consultants. You may find it useful to include a table indicating the name, position and percentage contribution of staff members, specifying organizational affiliation.

(2) Your qualifications to carry out the proposed activities as evidenced by experience, training, and/or relevant publications of project staff, and whether you have sufficient personnel, or will be able to quickly retain qualified experts or professionals to begin your proposed project immediately, and to perform your proposed activities in a timely and effective fashion. Describe how principal components of your organization will participate in, or support, your project. You should thoroughly describe capacity, as demonstrated by experience in initiating and implementing and evaluating related health education, outreach and recruitment projects.

(3) Your past performance in previous projects with an emphasis on health education, outreach and recruitment. Provide details about the nature of the project, the funding agency, and your performance, relative to performance measures or the achievement of desired health outcomes. If a subgrantee or subcontractor is an existing HUD lead outreach grantee, provide a description of the progress and outcomes achieved in that grant.

HUD's evaluation process will consider an applicant's past performance in effectively organizing and managing their grant operations, in meeting performance and work plan benchmarks and goals, and in managing funds, including their ability to account for funds appropriately, timely use of funds received either from HUD or other federal, state, Tribal, or local programs, and meeting performance milestones. HUD may use other information relating to these items from sources at hand, public sources such as newspapers, Inspector General or Government Accounting Office Reports or Findings, hotline complaints, or other sources of information that have been proven to have merit.

b. Rating Factor 2: Need/Extent of the Problem (15 Points) This factor addresses the extent to which there is a need for your proposed project activities to address documented problems, target area(s) and target populations. Applications that demonstrate a greater

need for lead outreach beyond existing levels as a mechanism for increasing enrollment in lead hazard treatment programs, or more thoroughly document this need will earn higher numbers of points.

(1) Your application should document a critical level of need for your proposed outreach activities in the area(s) where activities will be carried out. You should pay specific attention to documenting the need for outreach to increase enrollment of low-income housing units with children under six in lead hazard treatment programs as it applies to your target area(s) and target populations, rather than a larger geographic area or general population. Examples of information that *might* be used to demonstrate need, include:

(2) Economic or sociological information relevant to your target area(s). If this information is applied locally, the neighborhoods or type of neighborhoods to be targeted should be characterized with regard to age of housing and populations that the outreach activities are attempting to reach.

(3) Data documenting targeted populations that are traditionally underserved or have special needs. For a maximum score in this Rating Factor, data provided should specifically represent the target area. If the data presented in your response do not specifically represent your target area, you should discuss why the target areas are being proposed. If your application addresses needs that are in the Consolidated Plan or Analysis of Impediments (AI) to Fair Housing Choice (*see* the General Section of the SuperNOFA), court orders or consent decrees, settlements, conciliation agreements, or voluntary compliance agreements, you will receive more points than applicants that do not relate their project to an identified need.

(4) Information from the local (or State or Tribe, if applicable) health department, if available, on rates of elevated blood lead levels among children residing in your target area(s).

(5) Readily available information on the presence of existing outreach and educational resources in your target area(s).

c. Rating Factor 3: Soundness of Approach (40 Points) This factor addresses the quality and cost-effectiveness of your proposed work plan. You should present information on your proposed approach for increasing the public's awareness and knowledge about lead poisoning and lead-based paint hazards, and for encouraging owners and low-income family occupants to identify potential

lead-based paint hazards and enroll their housing units in lead hazard control treatment programs. Applications containing approaches with clear activities and sub-activities that will result in increasing the enrollment in lead hazard treatment programs, that include a range of approaches that address the needs of populations with limited English proficiency, persons with disabilities, persons with low literacy, etc., that demonstrate a logical progression of implementation steps, that include more appropriate mechanisms for reaching audiences, and that provide better documentation of the methodology of the proposed approach will receive higher numbers of points. Applicants will receive higher rating points for approaches that include higher percentages of funding or subcontracting for substantive work by grassroots organizations, including faith-based and other community-based non-profit organizations, Fair Housing Organizations and advocates for various minority and ethnic groups and for persons with a variety of disabilities.

You should describe how proposed activities would help HUD achieve its goals for this program area. You should demonstrate your knowledge of the outreach methodology relevant to your approach. You should develop a work plan that includes specific, measurable and time-phased objectives for each major program activity, accompanied by a complementary schedule indicating proposed date(s) of completion.

There must be a direct relationship between the proposed activities, community needs, the purpose of the project, and the number of low-income housing units enrolled in lead hazard treatment programs. Your response to this factor should include the following elements:

(1) *Approach for Developing the Project.* (30 points) Describe your overall approach for your proposed project. The description must include a discussion of specific planned project activities:

(a) Provide the estimated total number of low-income housing units that you expect to be enrolled in lead hazard treatment programs. Describe in detail how you will identify and track participants receiving outreach under your project, especially participants in high-risk groups and communities, vulnerable populations and persons traditionally underserved. (6 points)

(b) Describe your process for developing outreach materials, or using existing materials. (3 points)

(c) Describe your management processes to be used to ensure the cost-

effectiveness of expenditures of funds. (2 points)

(d) Describe any measurement tools you would employ to evaluate the effectiveness of your outreach and educational activities for occupants of housing units enrolled in lead hazard treatment programs before and after treatment. (2 points)

(e) Describe the methods of community education you would use including community awareness, education, training, and outreach programs in support of your work plan and objectives that are culturally sensitive, targeted, and linguistically appropriate. (3 points)

(f) Proposed involvement of grassroots organizations, including faith-based and other community-based non-profit organizations in the proposed activities. HUD strongly encourages you to substantively use grassroots organizations, including faith-based, and other community-based non-profit organizations. (10 points)

(g) Indicate if, and describe how, you will address any of HUD's departmental policy priorities. (See the General Section of this NOFA for a fuller explanation of HUD's policy priorities.) Policy priorities that are potentially applicable to this NOFA include: (i) Improving the Quality of Public and Assisted Housing and Providing More Choices for its Residents, (ii) Increasing the Participation of Faith-based and other Community-based Organizations in HUD Program Implementation, and (iii) Removal of Regulatory Barriers to Affordable Housing. You will receive one point for each of the applicable policy priorities that are adequately addressed in your application, and up to two points for Removal of Regulatory Barriers to Affordable Housing, up to a maximum of four points. If your application addresses all three policy priorities, you could get up to four points. (4 points)

(2) *Approach for Implementing the Project.* (10 points) Describe your project goals and objectives and the strategy you will use in executing the project. You should provide information on the general approach and overall plan employed.

(a) *Baseline Plan for Project Management.* (5 points) Include a management plan that:

(i) Lists the outreach project objectives, major tasks and activities. All specific activities necessary to complete the proposed project must be included in the task listing.

(ii) Incorporates appropriate performance goals with projected outputs and outcomes of the outreach program's activities.

(iii) Identifies major milestones and provides a schedule for the assignment, tracking and completion of major tasks and activities, and a timeframe for delivery, including reports and other proposed deliverables of the outreach activity.

(iv) Designates resources and identifies responsible entities for performing work.

(b) *Budget Justification.* (5 points) Your proposed budget will be evaluated for the extent to which it is reasonable, clearly justified, and consistent with the outreach project management plan and intended use of program funds. HUD is not required to approve or fund all proposed activities. An electronic spreadsheet and other budgetary forms are available on <http://www.grants.gov>. You must thoroughly document and justify all budget categories and costs (Form HUD-424-CB) and all major tasks, for yourself, subrecipients (especially grassroots organizations, including faith-based, and other community-based non-profit organizations), partners, major subcontractors, joint venture participants, or others contributing resources to the project, especially those proposed to receive greater than 10 percent of the federal budget request. Describe clearly and in detail your budgeted costs for each required program element (major task) included in your overall plan.

d. *Rating Factor 4: Leveraging Resources* (10 Points) This factor addresses your ability to secure other community and/or private sector resources (such as financing, supplies, or services) that can be combined with HUD's resources to achieve project purposes. These community resources may be contributions from organizations such as the applicant, subrecipients, partners, or other organizations not directly involved in the project.

(1) In evaluating this factor, HUD will consider the extent to which you have developed partnerships to secure additional resources to increase the effectiveness of your proposed project. Describe how other organizations will participate in or support your project. Resources may include funding or in-kind contributions (such as labor, fringe benefits, services, supplies, or equipment) budgeted for your proposed project. Resources may be provided by state, Tribal, and local governmental entities, public or private organizations, or other partners.

(2) Each source of contributions (financial or in-kind) must be supported by a letter of commitment from the contributing entity, whether the applicant, a partner organization, or a

public or private source. The letter must describe the contributed resources that will be used in your project and the dollar value of that contribution. Staff in-kind contributions should be given a market-based monetary value. If you fail to provide letters of commitment with specific details including the amount of the actual contributions, you will not get points for this factor. Each letter of commitment, memorandum of understanding, or agreement to participate shall include the organization's name and the proposed level of commitment and responsibilities as they relate to the proposed project. The commitment must be signed by an official legally able to make commitments on behalf of the organization. Letters of support (letters that indicate support but do not specify a monetary commitment to the project) will not be considered in the scoring of this Rating Factor. Include information to address the following elements:

(a) The extent to which you have coordinated your activities with other known organizations that are not directly participating in your proposed work activities, but with which you share common goals and objectives.

(b) The extent to which your project exhibits the potential to be financially self-sustaining by decreasing dependence on federal funding and relying more on state, Tribal, local, and private funding to continue educational and outreach activities after the grant period is completed.

e. *Rating Factor 5: Achieving Results and Program Evaluation* (15 points) This factor emphasizes HUD's commitment to ensuring that applicants keep promises made in their application and assessing 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; for this lead outreach grant program, the major outcome is increasing the number of low-income housing units housing young children enrolled in lead hazard treatment programs as a result of the grant activity. 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 to 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. In evaluating this factor, HUD will consider how you have described outcome measures and benefits of your program.

In your response to this Rating Factor you are to discuss the performance goals for your project and identify specific outcome measures. You are also to describe how the outcome information will be obtained, documented, and reported. You must complete and return the Logic Model Form included in Appendix A of the General Section of this NOFA showing your proposed project long-term, mid-term, short-term, and final results, and how they support HUD's departmental goals and objectives. Information about developing a Logic Model is available at: <http://www.hud.gov>.

In evaluating this factor, HUD will consider how you have:

(1) Described the degree to which you have identified and characterized the information needs of your intended audience or targeted populations.

(2) Refined your outreach message.

(3) Specified how you will deliver your message to the audience.

(4) Described anticipated results of specific plans and objectives and listed projected products or outputs. Outputs are actions, attendance numbers, materials, publications, inquiries, or other products of the process.

(5) Demonstrated ability to measure outcomes. The major outcome is increasing the number of low-income housing units enrolled in lead hazard treatment programs that result from the grant activity.

(6) Developed a proposed organization with the capacity to begin work immediately and incorporating adequate management planning and financial controls.

(7) Demonstrated how you have identified potential obstacles in meeting your objectives, and how you will respond to these obstacles.

(8) Described efforts to coordinate and cooperate with other organizations that will result in a reduction in lead risks to community residents.

(9) Described how your program will be held accountable for meeting program goals, objectives, and the actions undertaken in implementing the grant program. You should provide a description of the mechanism to assess progress and track performance in

meeting the goals and objectives outlined in the work plan.

f. Bonus Points for Federally Designated Zones and Communities. (2 points) This Section of the NOFA provides for the award of two bonus points for eligible activities/projects that the applicant proposes to be located in federally designated Empowerment Zones (EZs), Enterprise Communities (ECs), Urban Enhanced Enterprise Communities (EECs), or Renewal Communities (RCs), serve the residents of these areas, and are certified to be consistent with the area's strategic plan. For ease of reference in this NOFA, all these federally designated areas are collectively referred to as "RC/EZ/ECs" and residents of any of these federally designated areas as "RC/EZ/EC residents." This NOFA contains a certification that must be completed for the applicant to be considered for RC/EZ/EC bonus points. A list of RCs, EZs, ECs, and EECs is available from HUD's Web site at: <http://www.hud.gov>. See also the General Section of the SuperNOFA.

B. Reviews and Selection Process

1. *Rating and Ranking.* Awards will be made in rank order for Lead Outreach applications.

2. *Partial Funding.* In the selection process, HUD reserves the right to offer partial funding to any or all applicants. If you are offered a reduced grant amount, you will have a maximum of 14 calendar days to accept such a reduced award. If you fail to respond within the 14-day limit, you shall be considered to have declined the award. Please see the General Section of the SuperNOFA for a discussion of adjustments to funding that may be made by HUD during the selection process.

3. *Remaining Funds.* See the General Section of this NOFA for HUD's procedures if funds remain after all selections have been made.

C. Anticipated Announcement and Award Dates

HUD anticipates announcing awards under this program on or about September 30, 2004.

VI. Award Administration Information

A. Award Notices

1. *Notice of Award.* Applicants who have been selected for award will be notified by letter from the Grant Officer. The letter will state the program for which the application has been selected, the amount the grantee is eligible to receive, and the name of the Government Technical Representative (GTR). This letter is not an authorization

to begin work or incur costs under the grant.

2. *Negotiations.* HUD may require that selected applicants participate in negotiations to determine the specific terms of the grant agreement and budget. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may offer an award, and proceed with negotiations with the next highest-ranking applicant. If you accept the terms and conditions of the grant, you must return your signed grant agreement by the date specified during negotiation.

3. *LOCCS Payment System.* After receiving the letter, additional instructions on how to have the grant account entered into HUD's Line of Credit Control System (LOCCS) payment system will be provided. Other forms and program requirements will also be provided.

4. *Audit Reporting Package.* In accordance with OMB Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations), grantees will have to submit their completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse, at the address obtained from their Web site. The SF-SAC can be downloaded at: <http://harvester.census.gov/sac/>.

B. Applicant Debriefing

See the *General Section* of the SuperNOFA for information regarding applicant debriefing.

C. Administrative and National Policy Requirements

1. *Environmental Review.* In accordance with 24 CFR 50.19(b)(2) and (b)(3) of the HUD regulations, activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

2. *HUD Reform Act of 1989.* Applicants must comply with the requirements for funding competitions established by the HUD Reform Act of 1989 (42 U.S.C. 3531 *et seq.*) as defined in the General Section of the SuperNOFA.

D. Corrections to Deficient Applications

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

E. Timely Hiring of Staff

HUD reserves the right to terminate grant awards made to applicants that fail to timely hire (within 90 days of award) staff to fill key positions identified in the applicant's proposal as vacant.

F. Reporting

The following items are Post Award Reporting Requirements.

1. Final Budget and Work Plan

Final budget and work plans are due 60 days after the effective date of the grant (start date).

2. Progress reporting.

Progress reporting is done on a quarterly basis. For specific reporting requirements, see policy guidance at: <http://www.hud.gov/offices/lead>.

3. Final Report.

An overall final grant report, due at the completion of the grant, will detail activities (e.g., the number of low-income housing units enrolled in lead hazard treatment programs as a result of activities performed under this grant, number and type of materials produced, activities conducted, evaluation of the various outreach and educational methods used, findings, and recommended future actions at the conclusion of grant activities).

4. Racial and Ethnic Beneficiary Data.

For the Lead Outreach Program, HUD requires grantees to collect and report racial and ethnic beneficiary data. You must use the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data as presented on Form HUD-27061, Racial and Ethnic Data Reporting Form (and instructions for its use), found on <http://www.grants.gov>. You must include the collection and reporting of racial and ethnic beneficiary data in your work plan (see Section IV.F.1 above) and provide these reports at least annually.

G. Paperwork Reduction Act.

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2539-0015. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The public reporting burden for the collection of information is estimated to

average 80 hours per application and 16 hours per grant award. This includes the time for collecting, reviewing, and reporting the data. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

VII. Agency Contacts

For programmatic questions, you may contact Linda Ciancio, Office of Healthy Homes and Lead Hazard Control, at the address above; telephone (202) 755-1785, extension 112 (this is not a toll-free number) or via e-mail at Linda_J._Ciancio@hud.gov. For grants administrative questions, you may contact Ms. Curtissa L. Coleman, Office of Healthy Homes and Lead Hazard Control, at the address above; telephone (202) 755-1785, extension 119 (this is not a toll-free number) or via e-mail at Curtissa_L._Coleman@hud.gov. If neither of these individuals is available, you may contact the Office's General Lead Regulations hotline, at (202) 755-1785, extension 104, for which your call will be forwarded in one business day for subsequent response by the appropriate staff. If you are a hearing- or speech-impaired person, you may reach the above telephone numbers through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

VIII. Other Information

A. Authority

The authority for this program is section 1011(e)(8) and (g)(1) of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992), and the Consolidated Appropriations Resolution of 2004, Pub. L. 108-199.

B. Appendix A

Lead: Exposure to lead, especially from deteriorating lead-based paint, remains one of the most important and best studied of the household environmental hazards to children. Although blood lead levels have fallen nationally, a large reservoir of lead remains in housing. The Centers for Disease Control and Prevention has found, for example, for children under age 6, that about 434,000 have elevated blood lead levels. Overall, the prevalence rate among all children under six years of age was 2.2 percent. Among low-income children living in older housing where lead-based paint is most prevalent, the rate climbed to 16 percent; and for African-American

children living in such housing, it reached 21 percent.

HUD estimates that 38 million dwellings have some lead-based paint, and that 26 million have significant lead-based paint hazards. Of those, about 5.7 million have young children and of those, about 1.6 million have household incomes under \$30,000 per year. Costs for lead hazard control can range anywhere from \$500 to \$15,000 per unit, depending on the extent of the hazard and the type of hazard control measures. Corrective measures include paint stabilization, encapsulation, paint removal, enclosure and removal of certain building components coated with lead paint, and cleanup and clearance testing, which ensures the unit is safe for young children.

Educating the public and individuals living in "at-risk communities" about lead poisoning, symptoms, treatment and lead hazard prevention and control, and encouraging occupants to identify potential lead-based paint hazards, report them to property owners and managers, and public health and/or housing officials as appropriate, and enroll their housing units in lead hazard treatment programs, are key components in an overall plan to reduce the prevalence rate of lead poisoned children.

C. Appendix B

1. References

To secure any of the documents listed below, call the telephone number provided. Several of these references are provided on HUD's CD, "Residential Lead Desktop Reference, 3rd Edition." This CD can be obtained at no charge by calling the National Lead Information Clearinghouse's toll-free number, 800-424-LEAD. If you are a hearing- or speech-impaired person, you may reach the telephone numbers via TTY by calling the toll-free Federal Information Relay Service at 800-877-8339. Several of these references can be downloaded from the Internet without charge from the HUD Office of Healthy Homes and Lead Hazard Control's Internet site at: <http://www.hud.gov/offices/lead>.

a. Regulations

(1) Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance, 24 CFR Part 35 (HUD, Lead Safe Housing Rule). A free copy of this rule and guidance can be obtained by calling 800-424-LEAD (this is a toll-free number). If you are a hearing- or speech-impaired person, you may reach this telephone

number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.) or through the HUD Web site at: <http://www.hud.gov/offices/lead>.

(2) Lead: Requirements for Disclosure of Information Concerning Lead-Based Paint in Housing, 24 CFR Part 35, Subpart A (HUD, Lead-Based Paint Disclosure Rule). A free copy of the rule, guidance, pamphlet and disclosure formats can be obtained by calling 800-424-LEAD (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead>.

(3) Lead: Requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities; Final Rule: 40 CFR Part 745, (EPA Lead Hazard Standards, Work Practice Standards, EPA and State Certification and Accreditation programs for those engaged in lead-based paint activities). A free copy of the rule and guidance can be obtained by calling the Toxic Substances Control Act Hotline at 202-554-1404 (this is not a toll-free number) or through the EPA Web site at: <http://www.epa.gov/lead>. If you are a hearing- or speech-impaired person, you may reach this telephone number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

(4) Lead: Requirements for Hazard Education Before Renovation of Target Housing, 40 CFR Part 745 (EPA, Pre-Renovation Education Rule). A free copy of the rule, guidance and pamphlet can be obtained by calling 800-424-LEAD (this is a toll-free number) or through the EPA Web site at: <http://www.epa.gov/lead>.

b. Guidelines

1. Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing; HUD, June 1995, and amended September 1997. A copy of the guidelines can be purchased by calling 800-245-2691 (this is a toll-free number) or downloaded without charge from the HUD Web site at: <http://www.hud.gov/offices/lead>. If you are a hearing- or speech-impaired person, you may reach this telephone number via TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

2. Preventing Lead Poisoning in Young Children; Centers for Disease Control, October 1991. A free copy of this document can be obtained by calling 888-232-6789 (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead>. If you are a hearing- or speech-impaired person, you may reach this telephone number through TTY by calling the toll-

free Federal Information Relay Service at 800-877-8339.

3. Screening Young Children for Lead Poisoning: Guidance for State and Local Public Health Officials, November 1997. Centers for Disease Control and Prevention (CDC). A free copy of this document can be obtained by calling 888-232-6789 (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead>.

c. Reports

1. Putting the Pieces Together: Controlling Lead Hazards in the Nation's Housing (Summary and Full Report); HUD, July 1995. A copy of this summary and report can be purchased by calling 800-245-2691 (this is a toll-free number) or downloaded without charge from the HUD Web site at: <http://www.hud.gov/offices/lead>.

2. President's Task Force on Environmental Health Risks and Safety Risks to Children. *Eliminating Childhood Lead Poisoning: A Federal Strategy Targeting Lead Paint Hazards*. Washington, DC, 2000. These documents can be downloaded without charge from the HUD Web site at: <http://www.hud.gov/offices/lead>.

D. Appendix C

1. Existing Outreach Materials

To secure any of the documents listed below, call the telephone number provided. All of these documents are provided on HUD's Web site and the CD, "Residential Lead Desktop Reference, 3rd Edition." This CD can be obtained by calling the National Lead Information Clearinghouse's toll-free number, 800-424-LEAD.

a. HUD/EPA Informational Pamphlet: "Protect Your Family from Lead in Your Home" (available in English and Spanish versions). A free copy of this document can be obtained by calling 800-424-LEAD (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead/outreach/communityoutreach.cfm>.

b. "Reducing Lead Hazards When Remodeling Your Home" (available in English and Spanish versions). A free copy of this document can be obtained by calling 800-424-LEAD (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead/outreach/communityoutreach.cfm>.

c. "Lead Paint Safety Field Guide" (available in English and Spanish versions). A free copy of this guide can be obtained by calling 800-424-LEAD (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead/outreach/communityoutreach.cfm>.

d. "A Parent's Reference Guide" EPA Document Number 747-B-98-002. A free copy of this guide can be obtained by calling 800-424-LEAD (this is a toll-free number) or through the HUD Web site at: <http://www.hud.gov/offices/lead/outreach/communityoutreach.cfm>.

2. Articles

a. McLaughlin, T., Humphries, O., Jr., Nguyen, T., Maljanian, R., and McCormack, K., "'Getting the Lead Out' in Hartford, Connecticut: A Multifaceted Lead-Poisoning Awareness Campaign," *Environ. Health Perspect.* 112:1-5 (2004).

E. Appendix D

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

1. Administrative Costs.

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

a. 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, Tribal, or a local government, principally serves as a conduit to pass funding to sub-grantees, which are to be responsible for conducting the 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 for 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.

b. Administrative Costs: What They are Not: For the purposes of this HUD grant program for states, Tribes, and local governments to provide support for outreach to increase the enrollment of low-income, private target housing in lead hazard treatment programs, 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.

c. **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 10 percent of the total grant sum. Should the grantee’s actual costs for overall management of the grant program exceed 10 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.

d. **Administrative Costs: Definition:**

(1) **General.** Administrative costs are the allowable, reasonable, and allocable direct and indirect costs related to the overall management of the HUD grant for lead outreach 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 10 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 III. (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 Section III. (C)

of this NOFA, 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 percent 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.

(2) **Specific.** Reasonable costs for the grantee’s overall grant management, coordination, monitoring, and evaluation are eligible administrative costs. Subject to the 10 percent limit, such costs include, but are not limited to, necessary expenditures for the following goods, activities and services:

(a) 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 percent 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:

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

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

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

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

(v) Monitoring sub-grantee and subrecipient activities for progress and compliance with program requirements;

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

(vii) Evaluating program results against stated objectives;

(viii) 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);

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

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

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

(c) 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;

(d) 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.

(e) 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.

F. Appendix E Checklist and Submission Table of Contents

BILLING CODE 4210-32-P

Checklist and Submission Table of Contents

Lead Outreach Grant 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. Number pages consecutively. **Inclusion of this Checklist and Submission Table of Contents with your proposal is recommended but not required.**

	Page
<input type="checkbox"/> Transmittal Letter (one page limit)	Cover page
<input type="checkbox"/> Applicant Abstract (limited to a maximum of 2 pages)	
Checklist and Submission Table of Contents (this form)	
<input type="checkbox"/> Application Forms (to be included in Appendix 3)	
<input type="checkbox"/> Standard Form SF-424	
<input type="checkbox"/> Standard Form SF-424 Supplement (Survey on Equal Opportunity for Applicants)	
<input type="checkbox"/> Form HUD-424B (Assurances/Non-Construction Programs)	
<input type="checkbox"/> Form HUD-424CB (Budget Summary for Competitive Grant Programs)	
<input type="checkbox"/> Form HUD-424CBW, Total Budget Summary (Federal Share and Matching) with Supporting Narrative and Cost Justification	
<input type="checkbox"/> Form HUD-2880 Disclosure and Update Report	
<input type="checkbox"/> Form HUD-2990 Certification of Consistency with the EZ/EC Strategic Plan	
<input type="checkbox"/> Form SF-LLL Disclosure of Lobbying Activities Required <input type="checkbox"/> Form SF-LLL Not Required	
Rating Factor Response (limited to a maximum of 25 pages)	
<input type="checkbox"/> 1. Capacity of the Applicant and Relevant Organizational Experience	
<input type="checkbox"/> 2. Needs/Extent of the Problem	
<input type="checkbox"/> 3. Soundness of Approach	
<input type="checkbox"/> 4. Leveraging Resources	
<input type="checkbox"/> 5. Achieving Results and Program Evaluation	
Appendices	
<input type="checkbox"/> <ul style="list-style-type: none"> <input type="checkbox"/> Appendix 1 – Required materials in support of the Rating Factors (e.g., resumes of key personnel, organizational chart, letters of commitment) arranged in order by Rating Factor (3-page limit on resumes; resumes do not count as part of the page limit). <input type="checkbox"/> Appendix 2 – Optional materials in support of the Rating Factors, arranged in order by Rating Factor (e.g., maps, letters of support, etc.) 20-page limit. <input type="checkbox"/> Appendix 3 – Materials relating to the forms or budget materials (see Application Forms, above) <input type="checkbox"/> Form HUD-96010 Logic Model Form <input type="checkbox"/> Other Rating Factor Related Materials 	
<input type="checkbox"/> Form HUD-2993 Acknowledgment of Application Receipt	
<input type="checkbox"/> Form HUD-2994 Client Comments and Suggestions (optional)	

*The forms included in the Checklist and Submission Table of Contents are found in the **General Section** of the SuperNOFA or this Program NOFA and are available as fillable Adobe Reader (PDF) or Word (DOC) formats from the website at: www.grants.gov

Applicants are encouraged to use the electronic version of Form HUD-424-CBW.

